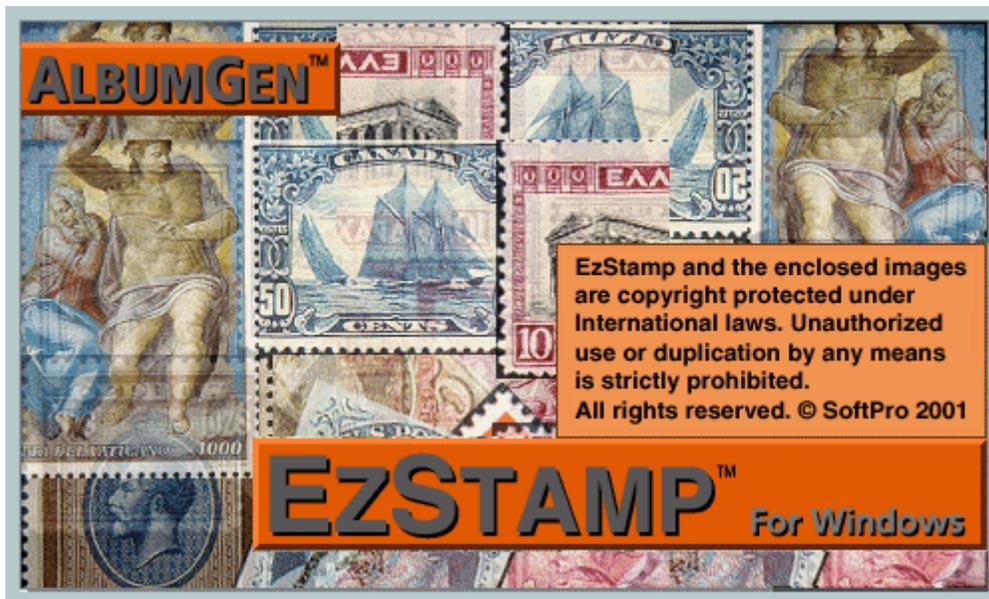


# EzStamp for Windows

Version 8.0

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## Introduction

# Welcome!

Thank You for purchasing EzStamp. Welcome to the age of computerized philately. Should you have any suggestions, questions, or comments please write to us at the

address on the front of this package. If you have any requests for enhancements that would be nice to have., please let us know and we will try to incorporate any useful ideas into future releases. That's how EzStamp has grown to be the mature product that it is.

If you like EzStamp, please tell your friends about us. Dealer inquiries are welcome. If you find any errors or omissions in the documentation, please let us know. We're here to help.

There are many new features in this release of EzStamp. For those of you who are upgrading from a previous version, please read the quick start guide or the following section on Importing from prior versions of EzStamp.

Please note our E-mail address is [staff@ezstamp.com](mailto:staff@ezstamp.com) or [mariost22@gmail.com](mailto:mariost22@gmail.com) . It is the fastest and easiest way to get help if you need it (other than Reading the Manual). Our web site is located at [www.stamptools.com](http://www.stamptools.com) or [www.ezstamp.com](http://www.ezstamp.com) and you can also reach us at (705) 254-6201

We have extensive Training videos available here:

<https://www.youtube.com/user/softpro2010>

or here

<https://ezstamp.com/support/softpro-training-videos/>

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EzStamp v8.0 is a significant achievement, and my thanks to all of the beta testers, especially Wayne, Daryl & Kathleen, for their hard work and efforts to achieve the goal. It has been great working with you all! Thank you very much for all your help and support! The feedback from everyone has been extremely positive and much appreciated.

To Alan, my great friend, who has gone beyond the call of duty and friendship during the re-write of EzStamp, I thank you with all my heart. Alan's countless hours, revisions, drafts and most of all his absolute desire to deliver the best, have been a great inspiration. His professionalism, knowledge and expertise are everywhere in EzStamp. No detail was too small to overlook. Without Alan, v8.0 could not have taken place.

## System Requirements

### Operating System Support

32-bit Operating Systems						
	Windows 11	Windows 10	Windows 8	Windows 7	Windows Vista	Windows XP
32-Bit	✓	✓	✓	✓	✓	✓
64-bit Operating Systems						
	Windows 11	Windows 10	Windows 8	Windows 7	Windows Vista	Windows XP
64-Bit	✓	✓	✓	✓	✓	✓

<b>RAM</b>	As much system memory as needed to comfortably run EzStamp within your installation of Windows. A minimum of 512 MB is required, but 2 GB or more provides the best performance
<b>Video</b>	EzStamp is designed to run at a minimum resolution of 1024 x 768 pixels, with a minimum of 256 colors. Higher resolutions are recommended for using the secondary support windows, such as the Stamp List and Thumbnail Viewers.
<b>Disk Space</b>	Approximately 375 MB of hard disk space is required for the USA Edition. An additional 500 MB of disk space to copy images to your hard drive (this is optional but recommended). Up to 25 GB of disk space is required to copy all 717,000+ images from the World Edition of EzStamp (currently only available as a Download).
<b>CD/DVD</b>	World Edition installations are Downloads only. Others can be provided on CD/DVD & a CD/DVD drive is required for installation.
<b>Third Party Software</b>	Adobe Acrobat reader or a compatible PDF document viewer is required to view the printable version of the manual. FREE Software downloads are available from <a href="http://www.adobe.com">www.adobe.com</a>
<b>Additional</b>	An online connection to the Internet is required to access the Free updates feature of EzStamp. An Internet browser is required to use the eLook™ feature. EzStamp makes use of Microsoft database technology to store country data and EzStamp configuration settings. This software is installed by the EzSetup application to the EzStamp installation path.
<b>Printer</b>	A Windows compatible printer and associated driver software must be installed on your system to print reports. EzStamp can print reports in color with images, if your printer supports color output.
<b>Microsoft .NET Framework</b>	EzStamp was built using the Microsoft .NET Framework, version 2.0. Your installation of Windows must have at least version 2.0 of the framework installed (Vista and Windows 7/8/10/11 generally have this installed by default). EzStamp is compatible with higher

	versions (3.x and 4.x) of the framework. Free downloads of the framework can be found on the Microsoft website at <a href="http://www.microsoft.com">www.microsoft.com</a>
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## Additional Online Help

Our website will be regularly updated with the latest information about updates, additional modules and databases and other pertinent information.

We will be providing online video tutorials to guide you through the different tasks in EzStamp from how to backup and restore, how to add your own images and varieties and may other topics.

We also have the Quick Start Guide available on our site at

**[http://www.ezstamp.com/ezstamp/QT/Ez8\\_QSG.pdf](http://www.ezstamp.com/ezstamp/QT/Ez8_QSG.pdf)**

This guide describes the basic functions and features what you will use on a regular basis and gives you an overview of some important features.

We also maintain a FAQ (Frequently Asked Questions) page on our site.

The **Tips of the Day** feature can be accessed anytime from the **Help** menu in EzStamp.

## Support, Questions and Comments

Technical Support: Many of the most commonly asked questions about our products are available on our website in the FAQ (Frequently Asked Questions) or Support pages at [www.ezstamp.com](http://www.ezstamp.com) . If you still have questions after having read the product manuals, guides or on-line help, please contact us. We welcome any questions, comments or suggestions you may have about our products. Customer service and prompt attention to your needs is a priority at SoftPro.

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Questions / Support                [techsupport@ezstamp.com](mailto:techsupport@ezstamp.com) or [staff@ezstamp.com](mailto:staff@ezstamp.com)

### Priority Remote Support

We are also pleased to offer **Priority Remote Support** to our customers so that we can Securely Remote into your PC & assist you in solving problems or questions you may have. This can also be used as a training session to demonstrate how to perform certain functions or simply if you would like us to use our expertise to train you to use our software more effectively.

Here's how it works.

- Contact us and ask for **Priority Remote Support**. We will set up a time , usually right away. You MUST have internet access to use this service. Once the Remote Control Software is installed on your PC, you will be provided with a user ID & password for this session. We will need these codes to initiate the session
- We will contact you via phone or email, & then we will take control of your PC to solve issues or demonstrate what you need help with. You will be able to watch everything we do and ask any questions that you may have. You can close the connection at any time.
- Is this safe and secure? Absolutely. The entire connection is encrypted and safe and used by large corporations worldwide.
- To initiate a **Priority Remote Support** session, please call us at 705-254-6201 or email us at [techsupport@ezstamp.com](mailto:techsupport@ezstamp.com)
- Once initialized, you will see a partner ID & a password ( auto generated ). We need these codes to initiate the session <http://get.teamviewer.com/SoftPro>  
**Click on the above link to begin after you have contacted us**

## **EzSetup – Installing or Removing EzStamp**

EzStamp is provided on one or more CD, DVD or BD discs. Unless the disc is purely for image files, it will come with an installation program named EzSetup.exe. Trial and downloadable versions of EzStamp will contain this application as part of a self-extracting archive, which can be found in the location you chose to extract the files to.

## **Trial Versions and EzStamp Activation**

EzStamp is provided as a trial (demo) version and a release version. Trial version setup is functionally identical to the release setup. In fact the setup programs are identical. The only difference is in the setup package file which EzSetup references. Once you install a trial version of EzStamp, you can convert it to a release version with an activation code. However, EzSetup should always be used to install the necessary application files, as it can automatically detect what files need to be updated/installed based on the setup package contents.

## **Cumulative Installations**

EzSetup has the ability (which is the default installation setting) to update an existing installation of EzStamp on your system. For example, if you have 2 discs, one for Canada and one for USA, each disc's setup package will contain all the core application files for EzStamp, plus country files for Canada (on the Canada disc) and USA (on the USA disc). Each installation disc will contain all EzStamp core files. Country files are specific to each disc however. When EzSetup installs core files from the disc, it will detect what version of each file is currently installed on your system, and only install or replace any files which are newer.

## **Country Update vs. New Install**

When choosing a country file to install, EzSetup will check if that country is currently installed on your system. If the country data on the installation disc is newer than what is currently provided, EzSetup will place an update file (i.e. Canada.upc) into the Setup folder of your EzStamp installation path. This represents pre-supplied data/pricing information and will be applied to your country file(s) the next time you run EzStamp. If EzSetup detects that your country file is already up to date, no new information will be installed for that country. If the country file doesn't exist, EzSetup will install a new SDF file into the DB folder where EzStamp is installed.

## Running EzSetup

To start EzSetup, simply run the EXE directly from the disc (or from the self-extraction location for downloadable installation packages). A multi-step setup wizard will be provided. Simply follow the on-screen instructions and click the **Next** button as needed until you reach the option to click on an **Install** button. Use the Previous button to step backwards in the setup wizard. Click **Cancel** to close EzSetup. When the installation is completed, you will see a final window with two checkbox options, one for placing a shortcut to EzStamp on your Windows Desktop, the other to view the Read Me text file.

Most of the wizard screens are self-explanatory. However, two of them are described below as they offer a choice of installation options.

### Existing v8.x EzStamp Installation



EzSetup will detect any existing installation of EzStamp, as long as it is based on version 8.x, and provide 4 setup choices.

1. **Install and Update as Needed.** This is the default option and the safest, providing a cumulative setup of your existing installation. EzSetup will only install or update new files as needed and leave any existing up-to-date information as is.
2. **Clean EzStamp Installation.** This option will remove all EzStamp core data files, leaving only country files intact. Only choose this option if you are sure you want to perform a "fresh" EzStamp installation, yet preserve any active country data.

3. **Full Installation.** This option will remove every EzStamp file from the installation path, including country files. **Note:** You will NOT be able to recover deleted files from this installation option.
4. **Remove EzStamp.** This option uninstalls EzStamp from your system.

### Country File Selection



Each installation disc will have one or more country files available to install. Check country files from the available list to install. If the country is already installed, EzSetup will detect if the installed version needs any supplied data/pricing updates from the disc. By default, EzSetup preselects every country file available.

### Installation to Existing Folders

EzSetup will allow you to install to any existing directory on your system. If EzSetup detects non-EzStamp files in that directory, a warning prompt will be displayed. EzSetup will not remove existing files or folders, unless they conflict with any file or folder reserved for use exclusively by EzStamp. It's recommended that you install EzStamp to the default installation path provided by the setup wizard. If you wish to install to another location, please make sure that the location contains only EzStamp v8.x files or is empty. EzSetup will not recognize installations of EzStamp prior to or later than version 8.x.

### Windows Vista/Windows 7/8/10 and User Access Control (UAC)

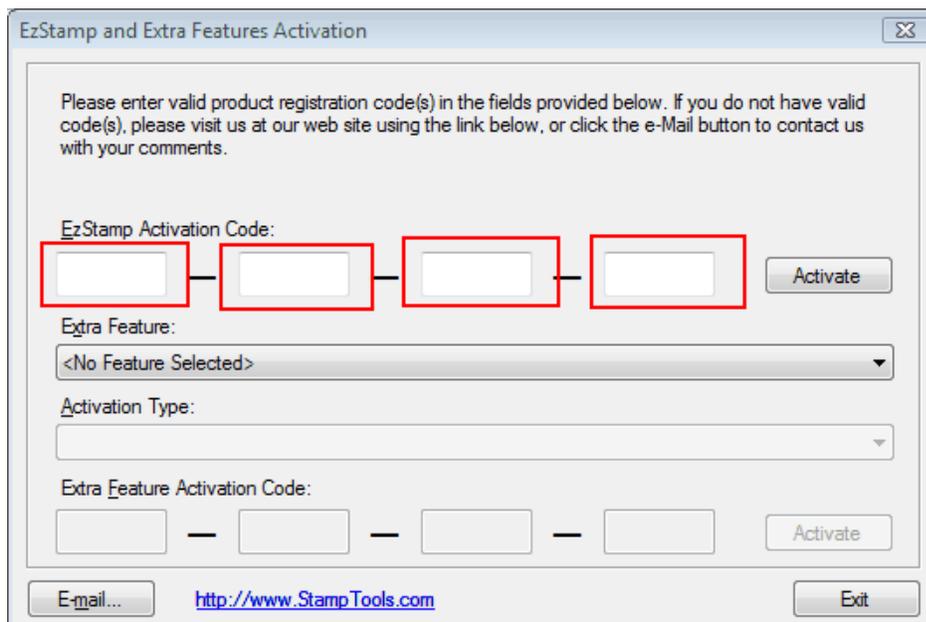
EzSetup and EzStamp are safe applications in the sense that they will not try and perform any privileged actions which would otherwise violate user access control policies on your system. EzSetup deploys shortcuts and files under the ownership of the current user logged into Windows. If you have multiple users logged into your PC who need to use EzStamp, you will need to create shortcuts for each additional user from within EzStamp.

You should not install EzStamp into the Program Files area of Windows when using Vista or Windows 7. This may cause UAC issues due to restricted access rights defined for that area. EzSetup's default installation path will not point to Program Files. Note that if an existing v8.x EzStamp installation is detected by EzSetup, the default installation path will automatically switch to where EzStamp is installed.

### EzStamp Activation

A fresh installation of EzStamp will run under Trial/Demonstration mode. This will be indicated in the title bar of the application as "Unregistered". You can only open trial versions of country files contained the DemoDB folder where EzStamp is installed.

Activation is done using a 16 character activation code. There are additional activation codes for extra features such as SRS and the Washington Franklin Identifier. All activation code types are entered using a single window within EzStamp. Choose the **EzStamp Activation** option from the **Help** menu.



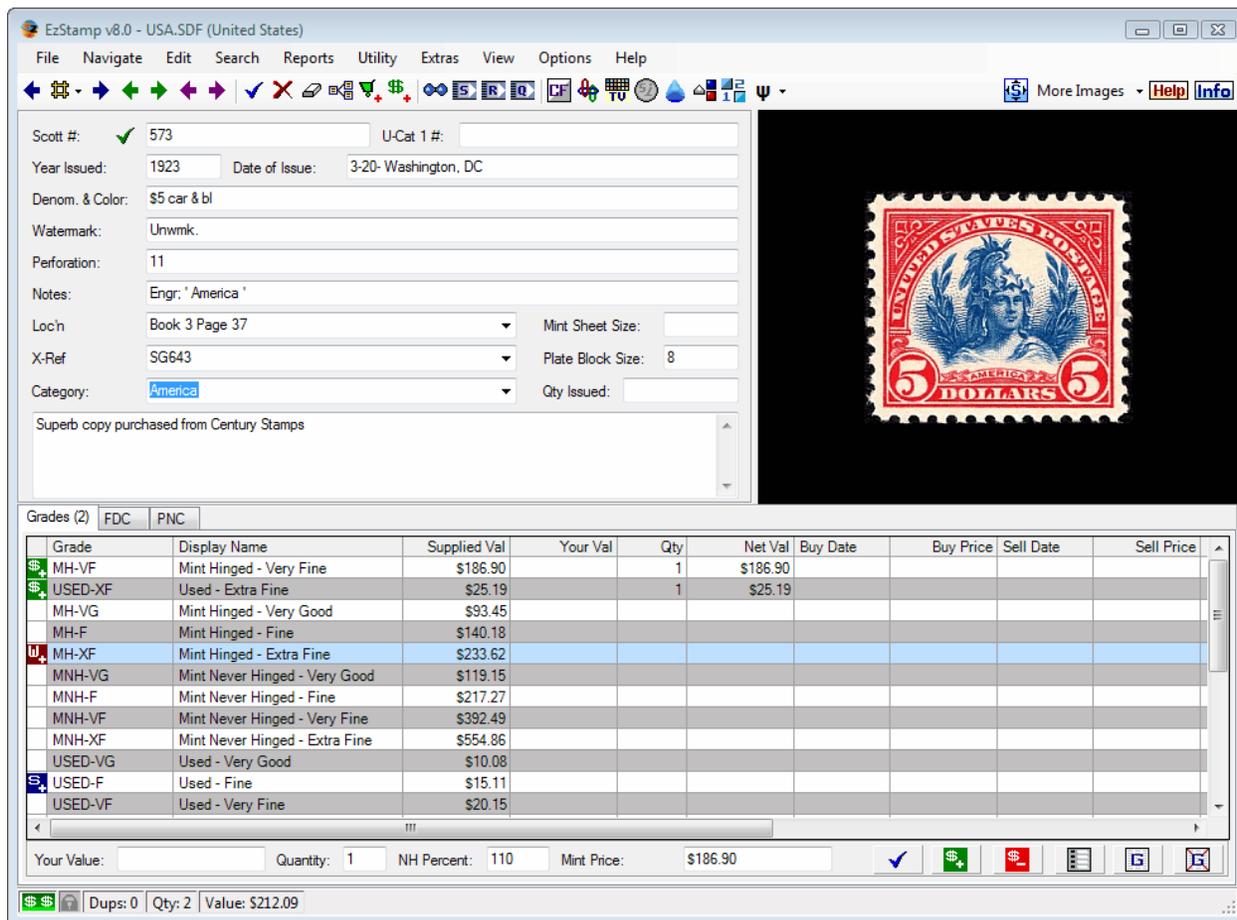
The activation code is entered in 4 parts of 4 characters each, as outlined in red in the above window sample. Enter all 16 characters (without dashes) and then click on the **Activate** button. At this point EzStamp will be registered. If the Activate button is grayed out, it means that the application is already registered.

Extra features use a dropdown list with a choice of activation types. The activation process is the same for these codes. Just use the second Activate button for the selected feature.

Both a SoftPro web URL link and email button are provided in the activation window.

## EzStamp Overview

This section summarizes the various components which make up the main EzStamp window. You can access this help topic from the EzStamp application by clicking on the Help button on the right side of the main toolbar. An example of the main window is shown below.



## Menu Bar

The menu bar provides all of the options available within EzStamp. The shortcut keys associated with each menu item can be customized to use any set of shortcuts you need.

File	Navigate	Edit	Search	Reports	Utility	Extras	View	Options	Help
1	2	3	4	5	6	7	8	9	10

- |          |  |
|----------|--|
| <b>1</b> | The File menu contains options for opening and closing country files, performing backups and restorations, and various utilities such as file merging and supplied data updates. |
| <b>2</b> | The Navigate menu contains options for browsing stamp records, including Bookmarks, Tags, and Stamp Lists to manage groups of records.   |

<b>3</b>	The Edit menu contains all the basic tools to manipulate the stamp record data, including quick mode edit features and rapid multi-entry.
<b>4</b>	The Search menu contains basic search options in EzStamp including eLook™ and Power Search.
<b>5</b>	The Reports menu contains all the report options from the previous versions of EzStamp, plus a few new additions. The Grand Totals reports and report profile customizations are also available in this menu.
<b>6</b>	The Utility menu contains various options used to maintain and edit country file information. The menu also contains a more advanced version of the Search and Replace utility.
<b>7</b>	The Extras menu contains additional features of EzStamp. As new special features are added to EzStamp, they will appear in this menu. Some of these features may require a specific country file to be opened, or require an additional activation code to be purchased.
<b>8</b>	The View menu contains the options to view additional windows of information, such as the Thumbnail viewer or the Stamp List. These windows are supplementary to the main EzStamp window and can be dragged and resized around the main window.
<b>9</b>	The Options menu contains items which allow you to customize EzStamp at the application or country file level. The general preferences item contains most of the application customization points in EzStamp.
<b>10</b>	The Help menu contains items to access the context-sensitive help topics, tips of the day, product activation and miscellaneous features within EzStamp.

## Tool Bar

The tool bar provides access to the most frequently used features of EzStamp. A shortcut buttons configuration tool is available which will allow you to assign additional buttons to a secondary window which can be displayed in any position alongside the main EzStamp window.



<b>1</b>	The blue arrows are used to step backwards and forwards through the stamp records. Hold down CTRL to step to the first or last record.
<b>2</b>	The number symbol button is a drop down menu which allows you to select the stepping method which will be used for the blue arrow buttons. By default stepping is in Scott number order.
<b>3</b>	The green arrows are used to step through inventoried records in Scott number order only.
<b>4</b>	The purple arrows are used to step through the contents of the active Navigation List. These lists can be generated from any search or report within EzStamp.
<b>5</b>	EzStamp record drill down filter, used to find stamps quickly and easily using the key attributes of a stamp record.

<b>6</b>	The blue checkmark is used to add the current stamp to your inventory or update any changes to the current record.
<b>7</b>	The red "X" icon will remove the current record from your inventory.
<b>8</b>	The eraser icon will clear the current fields on screen. By default only inventoried or customized data is cleared (priority want/sell list data and pre-supplied fields are not erased). To clear the entire screen of data, hold down CTRL while clicking the icon.
<b>9</b>	Click this icon to duplicate the current Scott number as a new record. The bottom status bar will include new information to indicate duplicate record status.
<b>10</b>	Click this icon to add the selected grades to the Priority Want List. Hold down CTRL while clicking to use the alternate method of addition. The 2 methods used (based on a general preference setting) will be Quick Add (no pop up dialog) or Normal Addition (dialog with options to select grades, set quantity and type to buy). You don't have to select any grades to add the Scott number to the PWL – in this case the PWL entry will be indicated as "Any Grade".
<b>11</b>	Click this icon to add the selected grades to the Priority Sell List. As with the PWL, there are two modes of addition based on whether the CTRL key is held down while clicking on the icon.
<b>12</b>	Click on this icon to provide a quick report of all pre-supplied data in Scott number order. Hold down CTRL to provide a report of all inventoried records in Scott number order.
<b>13</b>	This icon will re-run the most recent search menu item chosen from the Search menu.
<b>14</b>	This icon will re-run the most recent report menu item chosen from the Report menu.
<b>15</b>	This icon will re-run the most recent QStats menu item chosen from the Report menu.
<b>16</b>	Click this icon to show or hide the custom user field window.
<b>17</b>	The image links icon is used to access the image links editor, allowing you to configure up to 5 images for each stamp record.
<b>18</b>	This icon shows the thumbnail image viewer based on the current Scott number displayed in the main screen.
<b>19</b>	This icon will only be enabled when Special Notes and Information is available in the pre-supplied data. When enabled, click the icon to view this information.
<b>20</b>	If the pre-supplied data contains watermark information, click this icon to view the watermark images.
<b>21</b>	Click this icon to export the current stamp record to AlbumGen. Hold down CTRL to perform a multi-export of a range of stamp records to AlbumGen.
<b>22</b>	Click this icon to view the current image in the image comparison window. As you navigate to new stamp records, the image comparison window will retain the current image.
<b>23</b>	This icon presents a drop down list of special characters which can be used in place of the shortcut key combinations which normally must be used to insert special symbols.

<b>24</b>	This button allows you to save any modifications to pre-supplied stamp information without adding the stamp to your inventory.
<b>25</b>	If you are using single image display mode to show stamp images, and you have more than one image link assigned to the record, this drop down item will appear allowing you to see alternate images. A preference option can be used to show up to 4 images at one time in the image preview area.
<b>26</b>	Provides a quick help link to the EzStamp main application summary.
<b>27</b>	This icon will present a dialog window containing summary statistics for the current open country file.

## Stamp Details

This area of the main application window contains the basic stamp details information. The image preview area and the stamp details share the same horizontal band of the main window. You can drag the vertical separator between these 2 areas to reallocate the size for each area.

Scott #: **2** ✓ 573 **1** U-Cat 1 #: **3**

Year Issued: 1923 **4** Date of Issue: 3-20- Washington, DC **5**

Denom. & Color: \$5 car & bl **6**

Watermark: Unwmk. **7**

Perforation: 11 **8**

Notes: Engr: ' America ' **9**

Loc'n: Book 3 Page 37 **10** Mint Sheet Size: **11**

X-Ref: SG643 **12** Plate Block Size: 8 **13**

Category: America **14** Qty Issued: **15**

Superb copy purchased from Century Stamps **16**

<b>1</b>	To enter or retrieve a stamp, simply enter the Scott # and hit the ENTER or TAB key on your keyboard. If the stamp is already inventoried, the record will be retrieved. If not, pre-supplied stamp info will be retrieved and you can inventory the item. If the stamp record can't be found based on the Scott #, you will be asked to inventory the record as a custom variety.
<b>2</b>	If a stamp is already inventoried, a GREEN checkmark is displayed as a visual cue. A RED checkmark indicates that a CUSTOM catalog number was inventoried. A VIOLET checkmark indicates that this is a duplicated record.
<b>3</b>	If you have imported a cross reference file (See Utility, Edit Catalogue # Formats, Import), you can enter or retrieve stamp information by the Alt Cat No. Simply enter the number and hit the ENTER or TAB key on your keyboard. There are up to 4 Alt Cat #'s available to you and each can be

	renamed to suit your specific needs. Each ID can be relabeled for ALL countries or just the specific country you have open. Left Clicking on the Label will allow you to switch Cat #'s and rename these fields.
<b>4</b>	This is the Year of issue for the stamp. Expected format is YYYY. This is a pre-supplied field.
<b>5</b>	Enter the Month and Day of issue (mm-dd) plus the official City of issue if available. (i.e. 6-29- Toronto, ON). This is a pre-supplied field.
<b>6</b>	This field contains the denomination and color description for the stamp. EzStamp uses the format of 32c rather than 32 cents or .32c or \$1 rather than \$1.00 or One Dollar. This is important to know when you are performing searches by denomination. Searches by denomination must match the format EzStamp uses. This field can also contain other information such as paper color, stamp type (i.e. Type IV) or other relevant information about the stamp. This is a pre-supplied field.
<b>7</b>	This field indicates whether the stamp is watermarked or not. If the stamp is watermarked, its numerical designation will be indicated. On the Tool Bar at the top of the screen, there is a Watermark Icon. Clicking this Icon will display an image of the watermark to help you identify your stamp. This is a pre-supplied field. This field can also contain other relevant stamp information.
<b>8</b>	This field indicates the perforation measurements of the stamp. If a stamp has a compound perforation measurement (i.e. 10 x 12), this indicates that the TOP and BOTTOM perforations measure 10 while the Left and Right sides measure 12. The perforation count is the number of perforations in a 2 cm distance (i.e. # of perfs per 2 cm). This is a pre-supplied field. This field can also contain other relevant stamp information.
<b>9</b>	This field will provide information regarding the Printing method (i.e. Lithographed, Engraved, Photogravure etc.) as well as a description of the stamp and or its reason for issue. Other details such as overprints, surcharges and other specific details may also appear here. This is a pre-supplied field. If you have other details you wish to record about the stamp, you can use the Comments field (large white area below the Category field to enter other information about your stamps)
<b>10</b>	Use this field to enter the physical location of a stamp (i.e. Book1 Pg 3). This field can be renamed to suit your needs. This is NOT a pre-supplied field. LEFT Clicking on the Label will allow you to rename the field. If you populate this field, you will be able to produce reports by location (i.e. all stamps in Book 3).
<b>11</b>	This field is used to store the number of stamps that make up a full sheet (not a souvenir sheet or mini sheet). This is to be used for full sheets of stamps that have multiple copies of the same stamp on the sheet – usually sheets of 50 or 100. This is NOT a pre-supplied field (SoftPro may supply sheet sizes in the future).
<b>12</b>	Enter a cross reference to another numbering system (i.e. Michel , Gibbons) here. Make all entries the same length (i.e. 0001 , 0100 etc) to allow for proper sorting. This field can be renamed to suit your needs. LEFT Clicking on the Label will allow you to rename the field. This is NOT a pre-supplied field.

<b>13</b>	This field records the size of a plate block (not the physical dimensions of the block, but the # of stamps making up the block). For the USA, it can vary anywhere from the default of 4 to 24 .This is a pre-supplied field. The default size is always 4.
<b>14</b>	Use this field to categorize each stamp by topic or other methods. Once you categorize stamps, you can run searches and reports based on categories (i.e. Find all stamps I have categorized as Medicine or Insects). This is a pre-populated field (i.e. an extensive category list is already supplied. You can add to the list at any time). Entries can also be removed from the list via the List Editor in the Utility Menu.
<b>15</b>	This field is used to enter the # of stamps issued for this Scott #. It can be very useful in determining a rarity factor. If there were only 5,000 stamps issued versus 1,000,000, which would you rather own! We use this field to run a report to see which stamps were issued in the smallest quantities and actively purchase those stamps as they are most likely to increase in value the most. This is a pre-supplied field (for USA and Canada). Other databases will be updated with the quantity issued as time permits.
<b>16</b>	You can enter any additional comments for this record, up to 4,000 characters in length. This comment window can be vertically resized using a general preferences option, or can be hidden altogether when using the secondary comments window.

### Tabbed Spreadsheet Data Grids

Depending on the country opened, and on some general preference options to show additional tabs of data, this area will contain spreadsheet-style data grids for the following stamp information: FDC Cachet Data, PNC Data, PNB Data, the Priority Want/Sell Lists, or Custom Fields. Click any tab to show the grid view for the respective information type. The fields which appear in the grid view can be reordered or removed from the grid altogether using the Field Filter edit utility.

	Grade	Display Name	Supplied Val	Your Val	Qty	Net Val	Buy Date	Buy Price	Sell Date	Sell Price
	MH-VF	Mint Hinged - Very Fine	\$186.90		1	\$186.90				
	USED-XF	Used - Extra Fine	\$25.19		1	\$25.19				
	MH-VG	Mint Hinged - Very Good	\$93.45							
	MH-F	Mint Hinged - Fine	\$140.18							
	MH-XF	Mint Hinged - Extra Fine	\$233.62							
	MNH-VG	Mint Never Hinged - Very Good	\$119.15							
	MNH-F	Mint Never Hinged - Fine	\$217.27							
	MNH-VF	Mint Never Hinged - Very Fine	\$392.49							
	MNH-XF	Mint Never Hinged - Extra Fine	\$554.86							
	USED-VG	Used - Very Good	\$10.08							
	USED-F	Used - Fine	\$15.11							
	USED-VF	Used - Very Fine	\$20.15							

The grades tab is slightly different from the other grid views in that it contains status icons on the left side. Each icon indicates a specific state for the grade, as follows.

	The grade is part of your inventory.
	The grade is in the Priority Want List.

	The grade is in the Priority Sell List.
	The grade is part of your inventory and in the PWL.
	The grade is part of your inventory and in the PSL.
	The grade is in both the PWL and PSL.
	The grade is part of your inventory, in the PWL and also in the PSL.

## Grade Options Tool Bar

For the grade grid tab only, a special tool bar is shown with several elements.

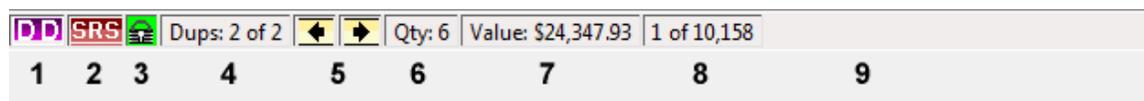
Your Value: <input type="text"/>	Quantity: <input type="text"/>	NH Percent: 110	Mint Price: \$6,956.55						
1	2	3	4	5	6	7	8	9	10

<b>1</b>	This field is present so that you can override and enter a price for any single grade (i.e. a grade by grade basis). This is NOT your cost, but your override of the supplied price for any specific grade that you have selected in the Grades window. You MUST first select a grade by highlighting the row and then enter your value and click on the green \$+ icon to accept your entry. This is NOT is a pre-supplied field
<b>2</b>	This field is used to enter the quantity of the stamps you own for a specific grade that you have selected. The default value is 1, but you may change it to reflect the quantity you own. Please note that you can enter a value of zero (0) and still record this grade as inventoried! .This is NOT is a pre-supplied field
<b>3</b>	This field indicates the percent surcharge that will be applied to Never Hinged stamps. For example, if the VF Mint value is \$150 and there is a 100% surcharge listed, the value for a VF NH stamp will be \$300. EzStamp uses values for VF Mint and VF used to derive the other values. This is a pre-supplied field (when value is known).
<b>4</b>	This is the EzStamp market value for VF Mint, VF Used, FDC, Plate Block or Mint Sheet stamps, depending on the grade you have selected. You may override this value if you choose to. Selecting any Mint Grade will display the VF Mint market value. Changing this value will automatically change the values for the other Mint Grades based on the percentages that have been set up by EzStamp. Selecting any Used Grade will display the VF Used market value. Changing this value will automatically change the values for the other Used Grades based on the percentages that have been set up by EzStamp. Also note that you can set a Price Lock on any stamp so that Price Updates will never alter these values! (See price lock icon at the bottom left portions of the Status Bar. This is a pre-supplied field.
<b>5</b>	This is the same as the blue checkmark in the main application toolbar, used to add the record to your inventory.
<b>6</b>	Use this icon to commit the data you have entered for the selected grade (i.e. qty, your value, dates, comments etc.). This does NOT save the record to disk yet. It just accepts the entries for that selected grade. You can select multiple grades at a time and commit them at the same time. To actually SAVE the record to disk, you must left click on the Save Record Icon (blue

	<p>checkmark) or Right Click in the Grades Area and select ADD and SAVE from the Pop Up Menu.</p> <p>A general preferences option can be enabled to allow you to auto add grades when you click the blue check icon to save the record. It performs the function of Blue Check + this button in one step.</p>
<b>7</b>	<p>Use this icon to remove the selected grades from your data (i.e. qty, your value). To CLEAR ALL fields for the Grades, hold down Ctrl and Left Click on the \$- .This does NOT remove the record from your inventory, just the selected grades. To remove the entire record/stamp from your inventory, you must click on the RED X on the Tool bar. You can select multiple grades at a time and deselect them at the same time. You may also deselect grades by selecting grades and then RIGHT clicking in the grades area and click Remove Selected from the popup Menu.</p>
<b>8</b>	<p>Use this icon to bring up the single quick grade edit window. In this window you can edit any of the dates, prices and comments. Compare this to the Grades quick Editor icon which allows for editing multiple grades and the associated details at the same time.</p>
<b>9</b>	<p>Use this icon to allow editing of multiple grades in a grid view editor. You can make changes to the data for any of the grades listed. You can clear all fields. Any changes you make can be undone within the CURRENT quick edit session. Once the window closes, changes cannot be undone. This provides a quick way to make multiple changes to multiple grades in one convenient window. An option available in the Preferences Menu allows you to auto-save the stamp record. Once you save the data in the Quick Edit window (click on the Apply Changes Icon) so that you do not have to also click on the Blue checkmark (Save Record Icon) in the main screen to save the stamp record.</p>
<b>10</b>	<p>If you have selected a grade or multiple grades, you can click on the Grades Deselect Icon to deselect the grade. This does NOT clear any data, but just deselects the grades.</p>

## Status Bar

The bottom of the main EzStamp window contains a status bar with several elements. Not all of these elements will be visible, depending on what the current country opened is, the state of the current record, or any special background tasks running.



<b>1</b>	This is the current record status. See below for a list of all status types.
<b>2</b>	If SRS batch mode is running, this icon will appear. When SRS batch mode is completed, this icon will change from red to green.
<b>3</b>	If you enforce pricing locks on a stamp record, this icon will be enabled. Price locks prevent EzStamp from applying price changes when new pricing

	information becomes available.
<b>4</b>	If duplicate stamp records are created on the same Scott number, this status area will indicate the current and total number of duplicate records.
<b>5</b>	Use these arrows to navigate between the duplicate records. Note that by default the green arrows will navigate the duplicate records as well. These supplementary arrows are useful when you disable duplicate record stepping on the green arrows.
<b>6</b>	The total quantity of stamp grades inventoried on this record.
<b>7</b>	The total value of the inventoried grades. This does not include FDC, PNB or PNC data.
<b>8</b>	If a navigation list is active, this status indicates the current and total number of records in the list.
<b>9</b>	The area to the right is used for help hint messages and also for progress status on background tasks being performed.

### Stamp Record Status Indicator

The bottom left icon in the main EzStamp window contains a status icon for the current stamp record.

	There is no country file opened, or no current stamp record shown in the main window.
	EzStamp is busy performing a background task and can't be interrupted.
	The record is pre-supplied data and has not been added to your inventory.
	The record is part of your inventory and is based on pre-supplied data.
	The record is part of your inventory and is a custom variety or part of a custom country file.
	The record is one of two or more duplicate Scott numbers.

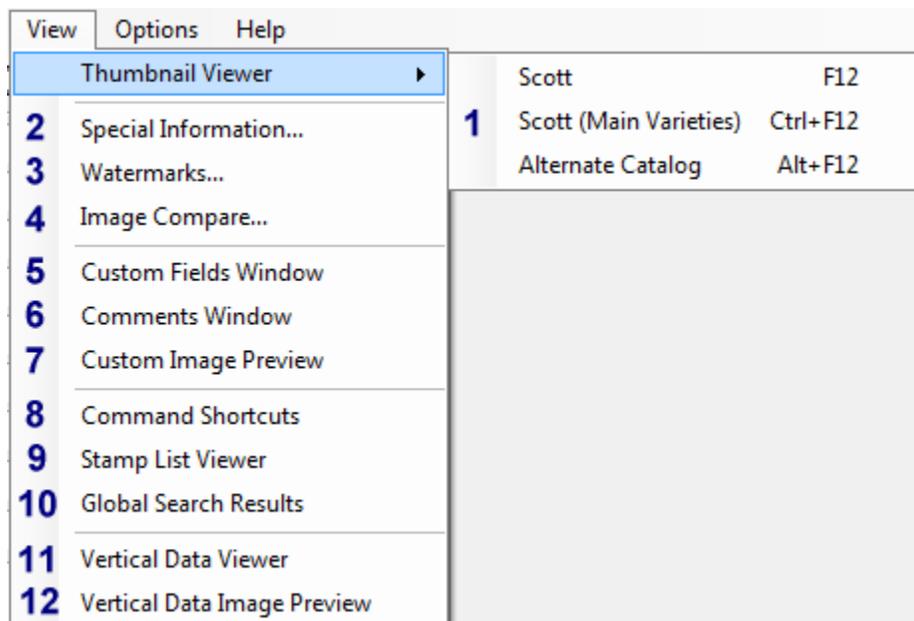
### Context Sensitive Popup Menus

The following areas on the main window have special popup menus by right or left clicking within the area or on a specific label.

- Right click within the data grids in the bottom tabbed area to show specific options related to the grid type (i.e. right clicking within Grades will give you grade-specific options).
- Left click the X-Ref, Location or Alternate Catalog ID labels for customization options.

## Support Windows

You can display additional secondary windows which support information contained in the main EzStamp window. These secondary windows are displayed (or hidden) by selecting options from the **View** menu. Some of these items are popup dialog windows, which must be closed before the main window can be accessed. Other window types can be sized and positioned around the main window, and will remain on your screen until you close or hide them. When the latter types of windows are visible, a small checkmark icon will appear to the left of the menu item name.



<b>1</b>	The thumbnail viewer provides a grid of images which can be resized and configured to contain up to 140 stamp images on screen at one time. There are 4 methods for displaying the images.
<b>2</b>	The special information window is only available for specific Scott numbers and specific country files – it's not available for custom countries or custom stamp varieties. This will include such things as differences between Types, special identification features, re-engravings, etc. Special information for a country can be expanded to include more stamp records in future supplied data updates.
<b>3</b>	This option will show a small window which allows you to cycle through all the watermark images for the open country file.
<b>4</b>	The image comparison window displays stamp images in a separate window from the main EzStamp image area, allowing you to compare two similar stamps on screen at the same time.
<b>5</b>	Custom fields are extensions you can make to any country file, to save additional data for stamp records.
<b>6</b>	EzStamp provides a small area below the stamp details area for comments. You can disable this area and opt for a sizeable window for holding the stamp comments.

<b>7</b>	Custom fields can include image link field types. You can display these secondary images in a separate window, which is what this item is for.
<b>8</b>	If you would like to extend the toolbar button commands to a secondary window, this would be the one to use. Many of the options in the main EzStamp menu can be attached to a shortcut button window for convenient access.
<b>9</b>	The Stamp List viewer is a small data grid viewer for stamp records. You can use this viewer as a mini-browser for stamp records obtained from bookmarks, tag lists, searches and reports.
<b>10</b>	The global search window provides a spreadsheet view of all the stamp records found using a Global Search within the various Searches and Reports in EzStamp.
<b>11</b>	The data grids at the bottom of the EzStamp window can contain many fields of information, which can result in frequent horizontal scrolling to see the fields of interest to you. You can display the vertical view window to show one record of data from selected rows in the data grids in a top-down manner, allowing you to see most, if not all of the field data at one time.
<b>12</b>	The vertical data image preview is actually a secondary image viewer which shows the image link attached to the selected PNC/PNB Plate Number or FDC Cachet Number ( <i>Image links of these types can't be shown in the main EzStamp image area</i> ).

## Thumbnail Viewer

The thumbnail viewer provides a convenient grid of stamp images. The grid is displayed using one of 4 display methods:

- **Scott Order:** The default display method will show images in Scott number order, starting with the current Scott/Catalog number shown on the main screen.
- **Scott Order (Main Varieties):** Only stamp records which are identified to be a main variety will be displayed on the viewer.
- **Alternate Catalog ID:** Only stamp records which are inventoried based on the current catalog ID will be displayed. There are 4 alternate ID types which you can associate with stamp records. Only one of them can be chosen for display in the main EzStamp window at a time. The thumbnail viewer will be based on the current type in the main window.
- **Navigation List:** You build navigation lists generally from searches and reports. You can show all the stamp images which are part of the active list.

An example of the viewer window is shown below:



The number of rows and columns can be configured from the EzStamp general preferences. Up to 14 columns and 10 rows can be used. The window itself can be resized. Once you release the mouse button when dragging the window to a new size, all of the stamp images will be adjusted to fill the new dimensions, while maintain the proper image proportions.

The bottom of the window shows basic summary information for the selected stamp. If you move the mouse over any stamp in the grid, the information will change accordingly. You can “lock” a stamp record and display it in the main EzStamp window by simply clicking an image. A selection rectangle will appear around the image you clicked on.

If you wish to lock an image in the viewer but NOT change the stamp record in the main window, right-click the image.

To close the viewer and select a stamp for the main window at the same time, either double-click an image, or select the image, then click on the show (“S”) icon at the bottom right of the viewer window.

To navigate pages of images, use the up and down arrow icons, or press the cursor up or down arrows on the keyboard (**Note:** keyboard shortcuts for thumb viewer navigation only work when the viewer is the “active” window in EzStamp).

To move the selection rectangle along the current page of images, use the left and right arrow keys on the keyboard.

To move to the first or last page of images, use the left and right arrow icons, or press the Home or End keys on the keyboard.

Clicking the preferences icon (hammer and screwdriver) will display the preferences tab for thumbnail viewer customizations.

### **Missing and Alternate Images**

The viewer will show the primary stamp image by default. You can change which image (1 to 4, or the FDC image) using a general preference option. If the secondary image is not available, EzStamp will default back the primary image for the stamp.

When images are not available for a given Scott/Catalog number, the position in the grid will be shown as a blank square.

### **Image Display Speed**

EzStamp will build each page of images one stamp at a time. As the image page is building, you can do other things in EzStamp, or even close the viewer while the images are being painted.

The time to display a page of images depends on a few things:

- If the images are being accessed from CD/DVD disc (hard drive image folders are significantly faster).
- The image display quality (a low quality setting will result in faster rendering).
- The performance level of your PC.

### **Single Row Mode**

You can right click any area in the information pane of the thumb viewer window to collapse the viewer into a single row of stamp records. To restore the original number of rows, simply right click on the information pane a second time.

## Image Comparison

This option displays a stamp image in a secondary window which can be sized and positioned independent of the main EzStamp window. An example of this window is shown below.



The comparison window has a few toolbar options available.

The number buttons display the first (primary), second, third, and fourth images. The "F" button displays the FDC image. The title bar of the compare window will show which of these images is active. The Scott and Alternate catalog numbers are also shown in the title bar. The image compare represents the stamp record which the image is associated with, not necessarily the one currently visible in the main EzStamp window.

The swap button (black/white arrows) will exchange the stamp record in the image compare with the one in the main screen. For example if the image in the compare window is Scott #573 and the one in the main window is #571, then clicking the swap icon will place the image for Scott #571 into the compare window, and the main EzStamp window will show the stamp details for Scott #573.

The 1:1 button switches the image view from 100% (i.e. 1:1) mode and fit to window (scale the image down, if needed, to fit it completely within the current size of the image comparison window).

The magnifier button will display a second floating window called the "Magnifier". This displays a portion of the original image zoomed in to a specific level. By moving the mouse around the main comparison image, the magnifier will zoom in

on the area where the mouse point is currently positioned. You can hold down the mouse button while moving to drag the main image around instead of using the scroll bars. This drag-scrolling feature is not enabled unless viewing the image at 100% size with scroll bars present.

Click on the white zoom level label to see a popup menu with zoom factor choices from 100 to 600 percent.

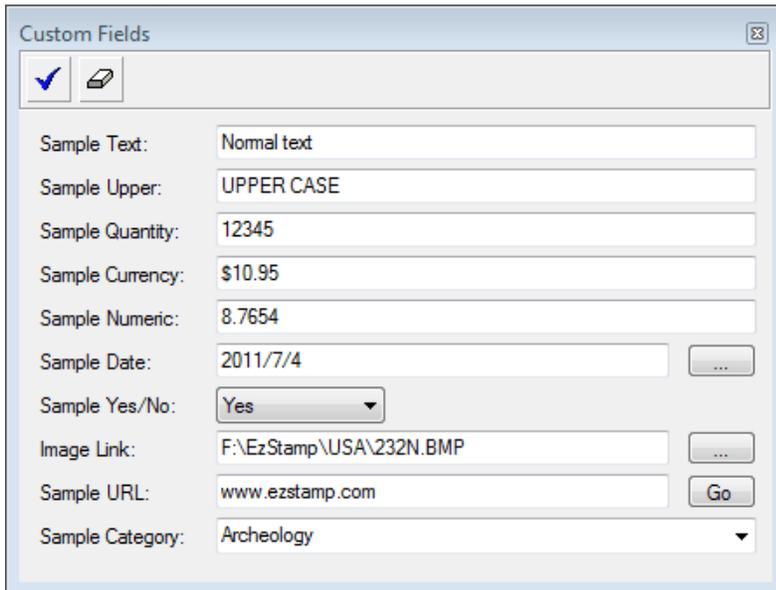
These windows can be dragged to any size and position and EzStamp will remember this when you close the application.

Note that the magnifier window automatically closes when you minimize the application, or when you close the image comparison window. Clicking on the magnifier button a second time will also close the window.

### Custom Fields

You can choose to show custom fields as a secondary window which can be resized and dragged alongside the main window, and/or place the fields as a data grid tab in the main window using a general preferences option. An example screen of each type is shown below. For details on defining custom fields, refer to the editor in the **Utilities** help section.

#### Secondary Custom Fields Window



Sample Text:	Normal text
Sample Upper:	UPPER CASE
Sample Quantity:	12345
Sample Currency:	\$10.95
Sample Numeric:	8.7654
Sample Date:	2011/7/4
Sample Yes/No:	Yes
Image Link:	F:\EzStamp\USA\232N.BMP
Sample URL:	www.ezstamp.com
Sample Category:	Archeology

You can resize this window as small or as large as needed. If the window is smaller than the number of fields, scroll bars will automatically appear.

## Main Window Data Grid Tab

Grades (2)	FDC	PNC	PNB	PWL (1)	PSL (1)	Custom (10)
	Field Name	Field Value				
1	Sample Category	Archeology				
2	Sample Currency	\$10.95				
3	Sample Date	2011/07/04				
4	Image Link	F:\EzStamp\USA\232N.BMP				
5	Sample Numeric	8.7654				
6	Sample Quantity	12345				
7	Sample Text	Normal text				
8	Sample Upper	UPPER CASE				
9	Sample URL	www.ezstamp.com				
10	Sample Yes/No	Yes				

To show the secondary window, use the **Custom Fields Window** option under the **View** menu.

## Comments

Comments can be shown as a small window between the stamp details area and the data grid tabs. This area can be resized to one of several values based on a percentage of the main window screen height (from 10 to 30%), or it can be turned off completely. You can display the comments in a secondary window using the **Comments Windows** option from the **View** menu.

## Custom Field Image Preview

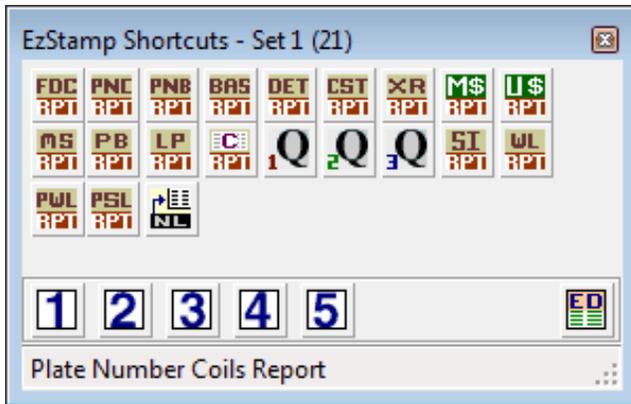
If you have defined a custom field as an image link data type, you can see a preview of the image by CTRL + Clicking the ellipsis (...) button to the right of the image link field in the custom fields window (normal single clicking provides a browser window to locate an image file).

If you are using the custom fields data grid view in the main EzStamp window, you can show the image by simply selecting the image field in the grid. If the custom image preview window isn't displayed, you can enable this from the **View** menu or by right clicking in the data grid and choosing the show option from the popup menu.

Custom images retain their current image until you decide to preview another image, even if you change to another stamp or close the country file.

## Command Shortcuts

If you have created custom shortcuts for the EzStamp main menu commands, you can show this customized button window by choosing the **Command Shortcuts** option from the **View** menu.



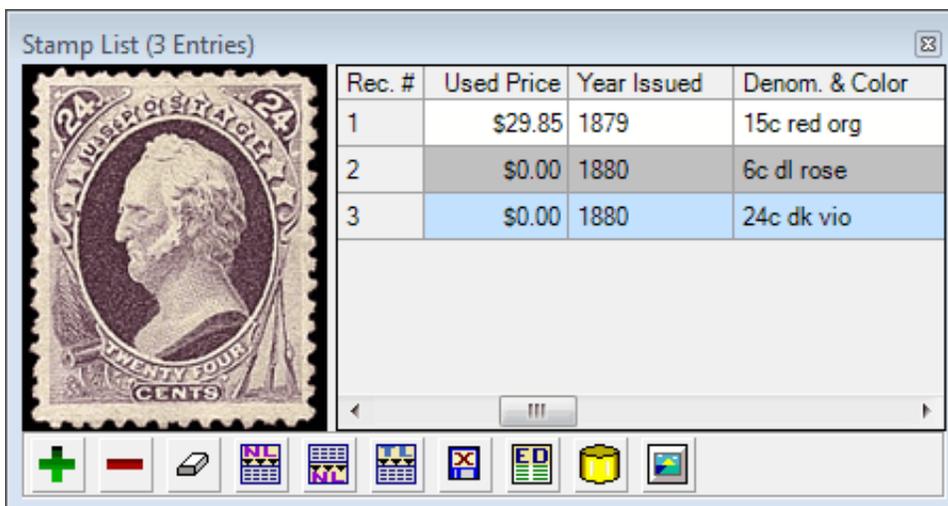
This window can be positioned or resized as needed. There is a minimum allowable size for this window; however there is no restriction on how large or how many buttons you want to put on it. As you resize the window, the buttons will automatically rearrange themselves to fit the window width.

If you hover the mouse cursor over a button, its help hint message will appear in the status bar at the bottom. The title bar shows the current button set you are using, and the total number of buttons active in this set.

To change to a different button set, click one of the numbered buttons at the bottom. You can use up to 5 different sets of shortcuts. If you want to swap to additional shortcut button configurations, or edit the current button sets, click on the edit icon at the bottom right. Refer to the shortcut button editor help for more details on customizing the buttons for this window.

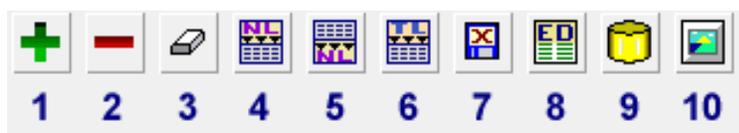
## Stamp List Viewer

The Stamp List is a small mini-browser for stamp records, which can be positioned and resized as needed. The viewer can be displayed using the **Stamp List** option from the **View** menu.



This browser operates independent of other activities within EzStamp. Think of it as a separate mini-application which can browse the current open country file. If you make changes within the main EzStamp window, they will not necessarily be updated to the browser (record *changes* are picked up, record *deletions* will generally not be updated).

The stamp list is managed exclusively using the options in its toolbar.



1.	Add the current stamp in the main EzStamp window to the end of the stamp list.
2.	Remove selected entries from the stamp list. This option does NOT remove the records from your inventory.
3.	Erase the contents of the stamp list.
4.	Transfer the active navigation list to the stamp list. Since searches and reports can send the stamp records directly to a navigation list, this feature is convenient method to get report results into the stamp list.
5.	Transfer the stamp list to the navigation list. Since a navigation list can be sent to the report viewer using any report profile of your choosing, this is a convenient way to get stamp list reports.
6.	Transfer a tag list to the stamp list. Tag lists are the primary bookmarking method in the main EzStamp window. You can tag stamps as needed and then transfer them to the stamp list to review what you have tagged.
7.	Export the stamp list to a navigation list file. This provides a way for you to make a permanent copy of a stamp list which can be recalled at any time.
8.	Edit the fields to show in the Stamp List window. This option uses the report profile field editor to allow for customization of which fields to show in the stamp list data grid. You can't display secondary field information (i.e. PNB or FDC Cachet data), but you can choose from most of the primary stamp details fields.
9.	Refresh any changes from EzStamp. As mentioned at the start of this topic, the Stamp List window maintains an independent link to your stamp records. Most of the time, these changes can be updated to the stamp list automatically. However, you can make changes from within the report viewer in EzStamp, and not all changes from that window can be automatically refreshed back to the stamp list. Use this option to update any changes which did not automatically update.
10.	This option shows or hides a small image preview window on the left side of the viewer for the current selected stamp's image.

## Vertical Data Viewer

This window shows a vertical presentation format for the current selected data record in one of the Grades, PNB, PNC or FDC Cachet data records in the main EzStamp window. The choice of which data is displayed is based on which data grid is currently visible in the main window. The window can be displayed using the **Vertical Data Viewer** option under the **View** menu.

PNC Data View - Plate Number 6	
PNC Plate #	6
PNC Notes	Flag
Strip of 5 Value	\$625.00
Strip of 5 Quantity	2
Strip of 5 Net Value	\$1,250.00
Strip of 3 Value	\$1,850.00
Strip of 3 Quantity	0
Strip of 3 Net Value	\$0.00
Strip of 1 Value	\$3,810.00
Strip of 1 Quantity	0
Strip of 1 Net Value	\$0.00
PNC Net Qty	2
PNC Net Worth	\$1,250.00
PNC Comments	
Strip of 5 Buy Date	
Strip of 5 Buy Price	\$0.00
Strip of 3 Buy Date	
Strip of 3 Buy Price	\$0.00

The window is a very simple design. It shows the same fields as in the main data grid, but oriented using a top down list. You can resize this window to show as many fields as needed. As you select new rows in the main window data grid, this view will always be updated at the same time to show the selected row's field data.

You can edit the data by double clicking anywhere within the vertical field list.

If you select any FDC/PNC/PNB record which has an active image link field, this image will be shown in the vertical image preview window, if it's displayed.

## Vertical Data Image Preview

This image preview window is specifically provided to show the image links for PNC, PNB and FDC Cachet records. It can be enabled using the **Vertical Data Image Preview** option from the **View** menu.



This window has a few toolbar options:

- Link a new image.
- Erase the current image link.
- Paste an image from the Windows clipboard.
- The 1:1 button switches the image view from 100% (i.e. 1:1) mode and fit to window (scale the image down, if needed, to fit it completely within the current size of the image comparison window).
- The magnifier button will display a second floating window called the "Magnifier".

This displays a portion of the original image zoomed in to a specific level. By moving the mouse around the main preview image, the magnifier will zoom in on the area where the mouse point is currently positioned. You can hold down

the mouse button while moving to drag the main image around instead of using the scroll bars. This drag-scrolling feature is not enabled unless viewing the image at 100% size with scroll bars present.

Click on the white zoom level label to see a popup menu with zoom factor choices from 100 to 600 percent.

These windows can be dragged to any size and position and EzStamp will remember this when you close the application.

Note that the magnifier window automatically closes when you minimize the application, or when you close the preview window. Clicking on the magnifier button a second time will also close the window.

## Working with Country Files

EzStamp uses a single database file to store each country. These files are located in the DB folder in the EzStamp installation file and have an extension of .SDF.

Country files supplied by SoftPro will contain pre-supplied stamp information, and will need to be initialized for first-time use. When opening a country file for the first time, you will be asked to confirm a one-time configuration of the file. This task is relatively quick and is required before you can use the file.

### Trial (Demo) and Release Country Files

Trial versions of EzStamp can only work with demonstration versions of country files. A trial country has a limited activation period (approximately 30 days) and will only contain a limited subset of pre-supplied stamp information and images. In addition, some of the more advanced features of EzStamp will not be available with the trial version.

Once you register EzStamp, release versions of country files can now be used. However, trial versions will no longer function with a registered EzStamp. Trial country files can't work with a registered EzStamp and registered versions of EzStamp can't open trial country files.

### Converting a Trial Country to Release

If you have inventoried information into a trial country file and wish to import this into a Release version, you can do so using the Secure Export feature. Simply open a trial country BEFORE you enter an activation code for EzStamp. Then choose the Secure Export option to save all your inventoried data to a ZIP archive file. After activating EzStamp, open the release version of the same country file as the trial version. Then use the Secure Import option to load of the trial data into the country file. **Note:** You will NOT be able to export the data *after* activating EzStamp, since a demo country can't be opened with the release version of the application.

## Opening a Country File

There are a few ways in which to open a country file:

- Choose **Open** from the **File** menu. This will provide a standard Windows file open dialog pointing to the DB folder (or DemoDB for the trial version of EzStamp). Select any SDF file from the list and click the Open button.
- Use the **Open with List** option from the File menu to show a window with a list of country files, their country names (country identity of origin) and their descriptions. This window will also show the current build version of the country as well as an image of the country's flag.
- Use the **Recent Files Open** submenu to access the most recent countries opened. EzStamp maintains a list of the last 4 country files opened.

- Enable a general preference option to automatically open the country file which was previously opened when you closed the EzStamp application.

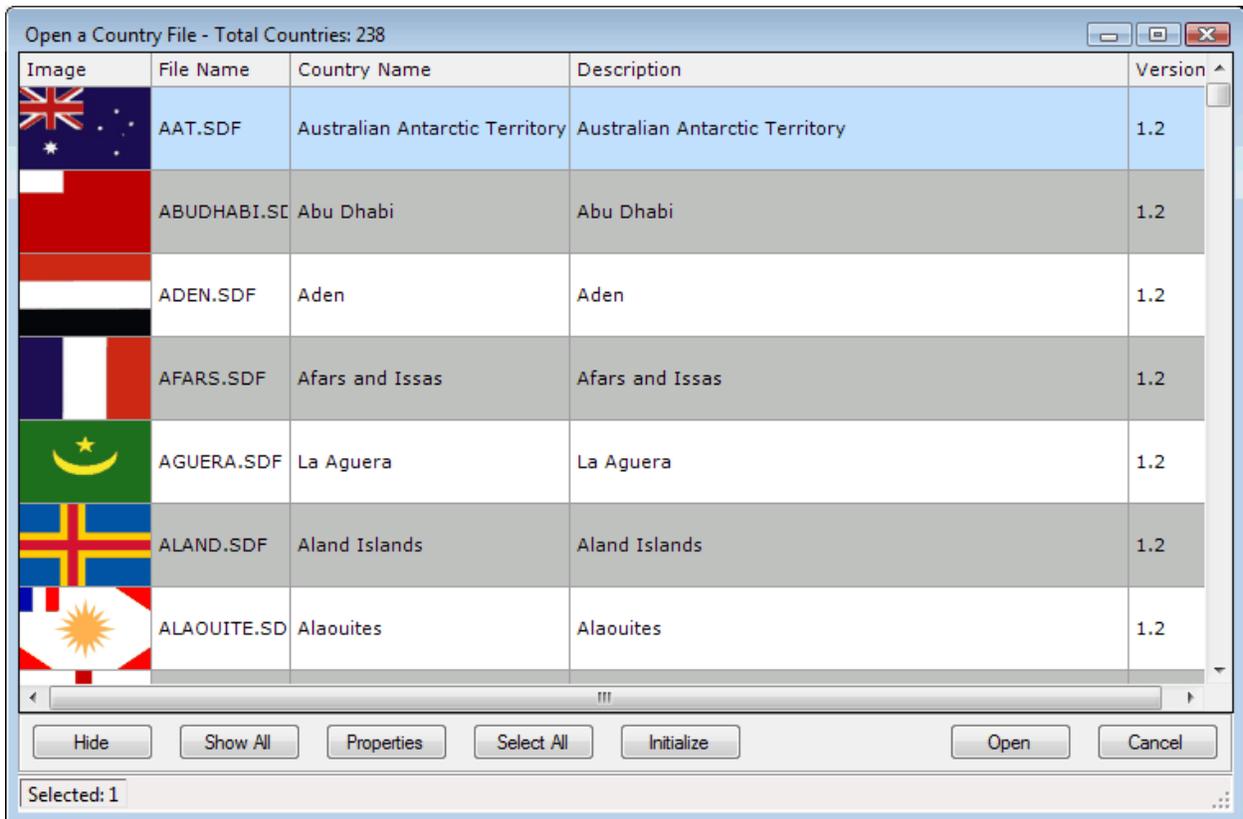
### Automatic Backup and Restoration

A general preference option determines if EzStamp will automatically create a backup of your country file if it can be successfully opened. EzStamp will make a 100% copy of the SDF file in the Backup folder.

If for any reason a country file could not be opened, EzStamp will attempt to automatically restore the previous backup copy if it's available.

### EzStamp Country File Browser

The Open with List option along with many other functions in EzStamp which require selection of country files will share a common browser window.



The list shows the country of origin (Country Name), description, file name, and build version. All current country files are on version 1.2 of the file format.

The action button to the left of the Exit button will vary depending on the EzStamp option you select (the example screen is for Compacting a country file).

The 5 buttons on the left are shared for all options which use this browser.

Click **Hide** to turn off visibility for all selected country files in the list. They will remain hidden until you click on the **Show All** button, which will make all country files visible.

Click on **Properties** to see statistical information for the selected country.

Use **Select All** to select every country file in the list.

The **Initialize** button will apply a first-time initialization to all selected countries. Note that opening any country file in the main EzStamp window will also perform this function automatically for you. The Initialize button is primarily intended for those users with many country files for which initialization can be accommodate for all files with a single click. Note that initialization for dozens of countries can take several minutes to complete.

Double clicking any row in the list can be used as a shortcut only to Open a country file.

A country which has never been opened at least one time will show un-initialized in the list. Until you open the file, EzStamp will not show any details about the country in the list.

### Closing a Country

To close a country, you can choose the **Close** option from the **File** menu. However, a country file will automatically be closed when you open another country, and also when you close the EzStamp application.

### Version Upgrades

From time to time, EzStamp will contain enhancements to the structure of a country file. This necessitates increasing the version number of the country file to ensure that EzStamp has the correct enhancements applied to a file before working with it.

If you receive a notification prompting you to upgrade the country file version, you will use the Country File list dialog for this. The normal location for the **Open** button will be replaced by an **Upgrade** button. This will apply a version upgrade to each country file selected. Only those countries selected which have a version update requirement will be affected.

### Creating a New Country

If you want to create a new country, use the **New** option from the **File** menu.

The screenshot shows a window titled "Create a Custom Country File". It contains several input fields and checkboxes. The "Data File Name" field is set to "AAT". The "Country Reference" dropdown is set to "AUST ANTARCTIC TERRITORY". The "Description" field is set to "Australian Antarctic Territory". The "Currency Conversion Factor" is 1.0 and "Currency Decimal Places" is 2. The "Currency Symbol" is "\$". There are checkboxes for "Enable PNB Data", "Enable PNC Data", "Enable FDC Data", "Include this File in Grand Totals Reports", "Use NH Surcharge Ratios for NH Grades", "Use Auto Calculation Ratios for Derived Grades", "Use NH Percent Surcharges", and "Use the Default Master Grade List". A preview of the Australian Antarctic Territory flag is shown on the right. At the bottom, there are buttons for "Grades...", "Labels...", "Create", and "Cancel".

Data File Name	This is the actual file name the country will be created as. The .SDF extension is not required to be entered here. EzStamp will default the country file name if you choose a country reference from the dropdown list. You will not be allowed to create a country file if the name is already in use.
Country Reference	All custom and pre-supplied countries are provided in this dropdown list. You can choose any of them from the list, or create a custom country reference by simply entering a new text value in the dropdown field.
Description	The description is pre-populated when choosing a country reference from the dropdown list. To enter a new description, enter any text value of your choosing.
Currency Factor	The default currency conversion rate is 1.0, which means the country defaults to U.S. Dollar (USD) currency values, which is how pre-supplied country prices are provided. If you set a new conversion rate, EzStamp will automatically adjust prices and values as needed on screen and in printed reports. Internally, the currency is always stored in U.S. dollars.
Currency Decimals	The number of decimal places for the fractional part of the currency value. The default value is 2, which corresponds to

	cents in U.S. dollars.
Currency Symbol	The currency symbol is an arbitrary text value, which can be placed to the left or right of the currency value. The default value is the U.S. currency dollar (\$) symbol, and is placed to the left. You can use more than one character for the symbol and it can include spaces.
Enable PNB Data	Check this option to enable Plate Number Block data for the country.
Enable PNC Data	Check this option to enable Plate Number Coil data for the country.
Enable FDC Data	Check this option to enable FDC Cachet data for the country.
Include in Grand Totals	Check this option to include this country in the grand totals reports. If not checked, EzStamp will exclude it from the report.
Use NH Surcharge Ratios	For never hinged grades, this option determines if NH surcharges are applied to the base price of the grade.
Use Auto-calculations	For any grades which are derived from another grade (i.e. MH-XF is derived from MH-VF prices) this option enables automatic re-pricing based on the calculation multiplier value associated with the grade configuration.
Use NH Percent Surcharges	Each stamp can have a never hinged percentage adjustment value. If you check this option, then all never hinged grades will be re-priced based on the NH percentage value.
Default Master Grade List	EzStamp comes pre-supplied with a master grade list, containing all of the current grades common to most countries. If you want to create a new country using a custom grade list, uncheck this option then click on the <b>Grades</b> button. You will need to provide a grades export file (.GRD extension), which is created using the grade configuration editor in the Utility menu. The grades which will be added to the country file are shown in the list at the bottom of the window.

### Country Labels

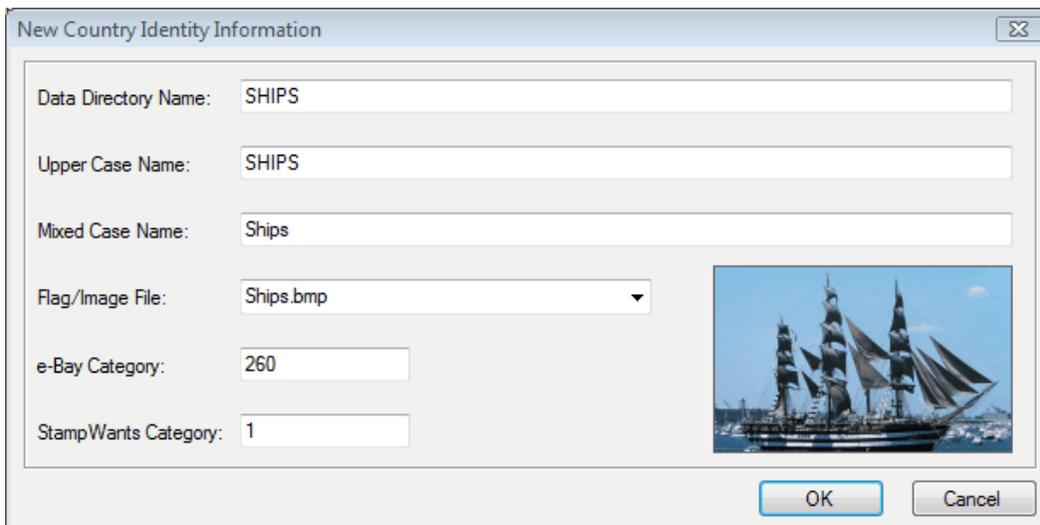
Click the **Labels** button to define custom labels for the 4 alternate catalog ID values, location, and cross reference fields. EzStamp will assign default label text for you should you choose not to customize them.

### Custom Grades

If you want to use a different grade list than the default provided, uncheck the default grades option and click the **Grades** button. You will need to export a custom grade configuration to a grade (.GRD) file to use for the list.

### Custom Country Creation

If you enter a Country reference which isn't in the current dropdown list of available supplied/custom countries, then a second window will be displayed, requesting additional information before the file can be created.



This window provides the basic information needed to register a new country type with EzStamp. The identity doesn't have to be a physical country per se; any type of naming convention of your choice will work.

The data directory name uniquely identifies the country, and determines the folder name for custom images.

The upper case and mixed case names are usually the same.

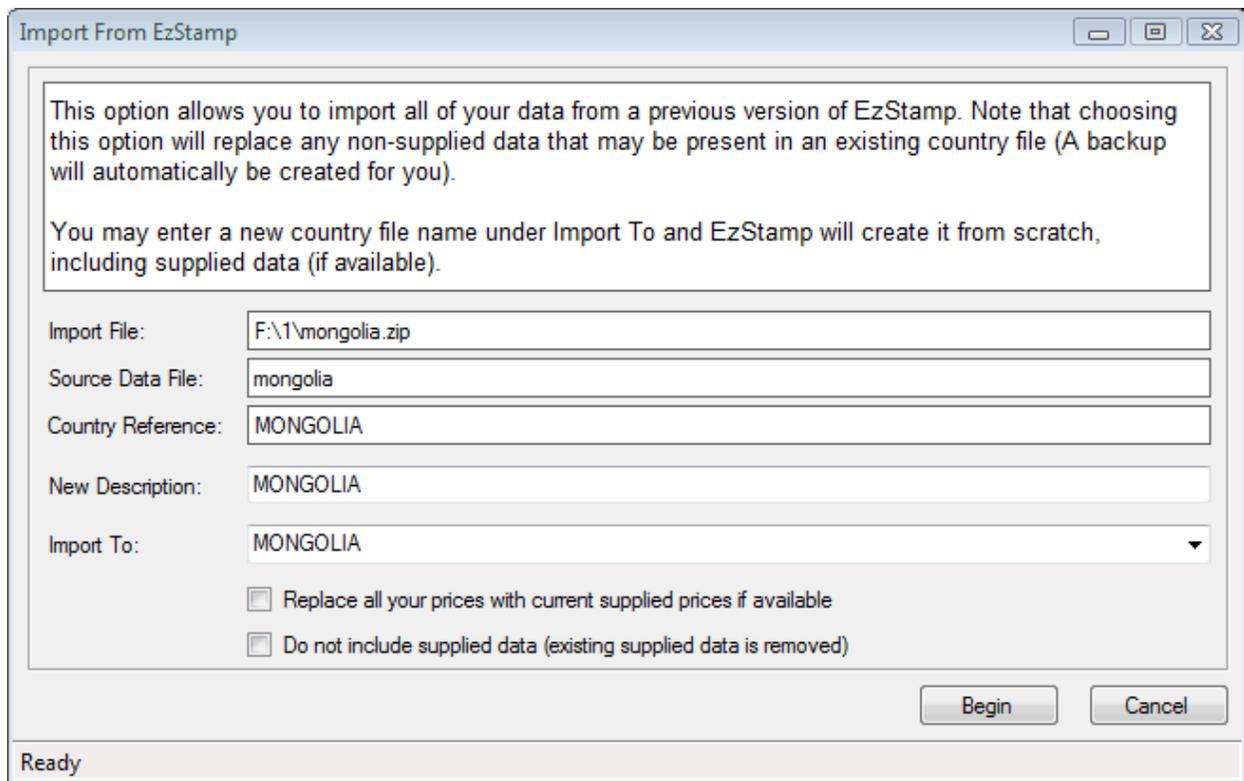
The flag/image dropdown list contains all files installed under the Images\~~Flags subfolders in the EzStamp installation path. If you intend to create custom flag images, you need to adhere to the proper dimensions for the small (80 pixels width by 50 pixels tall) and large (176 x 110) files. Each file must have the same name, and be located in their respective Small/Large subfolders.

You can enter a custom eBay and StampWants category for use with the eLook™ search feature of EzStamp.

Once a country file is created, you can open it in EzStamp. The file will not have any stamp information in it. As a custom country format, you are responsible for populating the data. If you want to make use of pre-supplied country information in a new country file, you can use the duplicate or merge utilities.

### Importing Data from Prior Versions of EzStamp

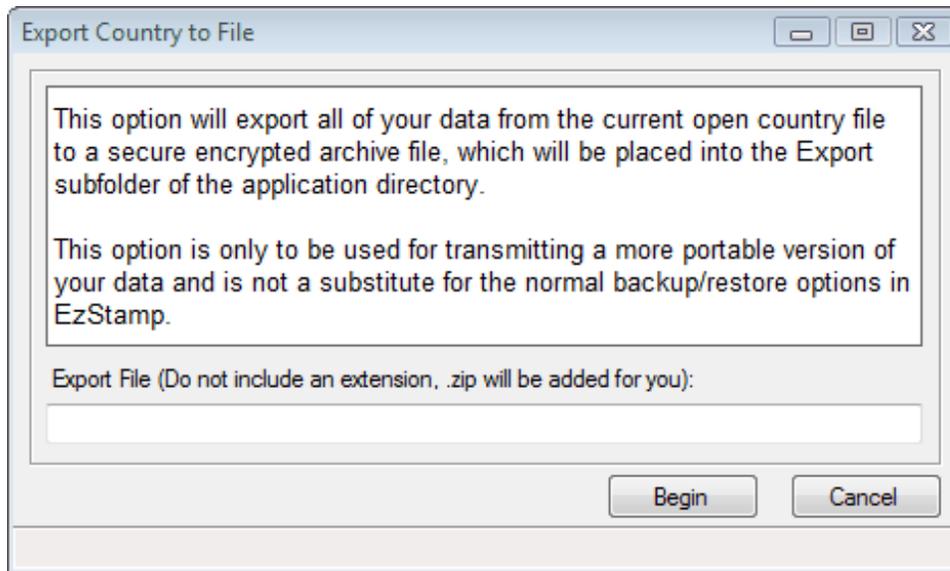
If you have a previous version of EzStamp with the 64-bit export capability, you can export all of your inventoried data to a special ZIP format archive file. Use the Import from Prior EzStamp option from the File menu to populate the data into an existing country file.



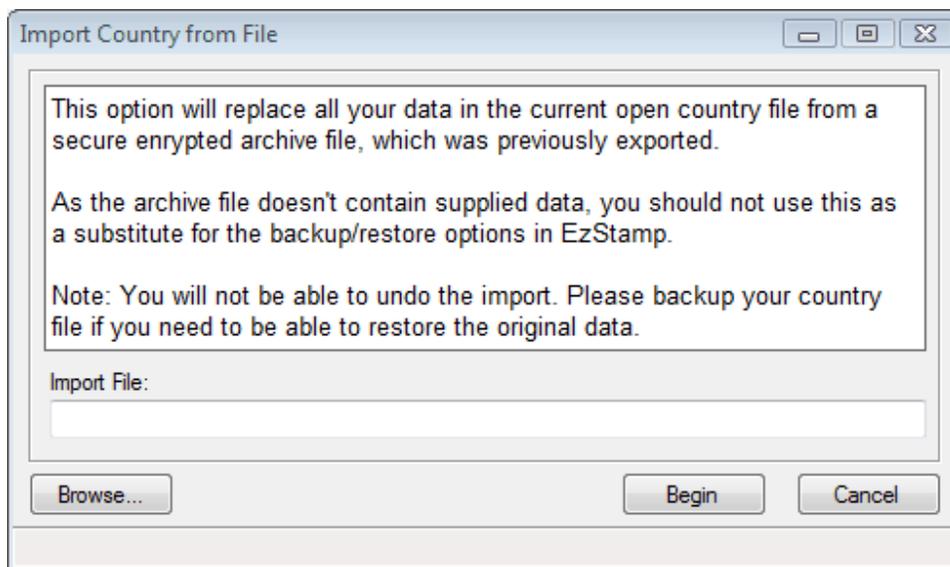
Import File	This is the ZIP archive which you exported from the previous version of EzStamp. You will need to browse for a file before the import dialog window appears.
Source Data File	If pre-supplied data is to be included in the file, the source data file indicates the pre-supplied file which will be used as the data source.
Country Reference	This identifies the country of origin for the exported data. The country file you import to must also be associated with this country reference.
New Description	If you want to customize the description for this country, enter a new value in this field.
Import To	The drop down list will contain all registered country files with the same country reference as the import file. For example, if you exported from Canada, then only country files which are based on Canada will appear in the drop down list. You can enter a new file name here instead of a dropdown list name.
Replace with Supplied Prices	Check this option to replace all your inventoried prices with the latest pre-supplied pricing. If you don't check this option, the pricing as it was in the previous version of EzStamp will be kept.
Excluding Supplied Data	Check this option, and EzStamp will discard all pre-supplied stamp information. This will in effect create a custom country.

## Secure Import and Export

This is available from the Export and Import option under the File menu. A secure export is a special encrypted portable ZIP archive of your inventoried stamp information. It's not intended to be used as a replacement for the normal backup facility in EzStamp. Secure data exports are designed to take a snapshot of your country data for troubleshooting or data transfers between multiple systems. The ZIP archive will be much smaller than the SDF file equivalent.



For any open country file, simply enter the name of a file and click the **Begin** button. The files are saved to the Export folder in the EzStamp application path.

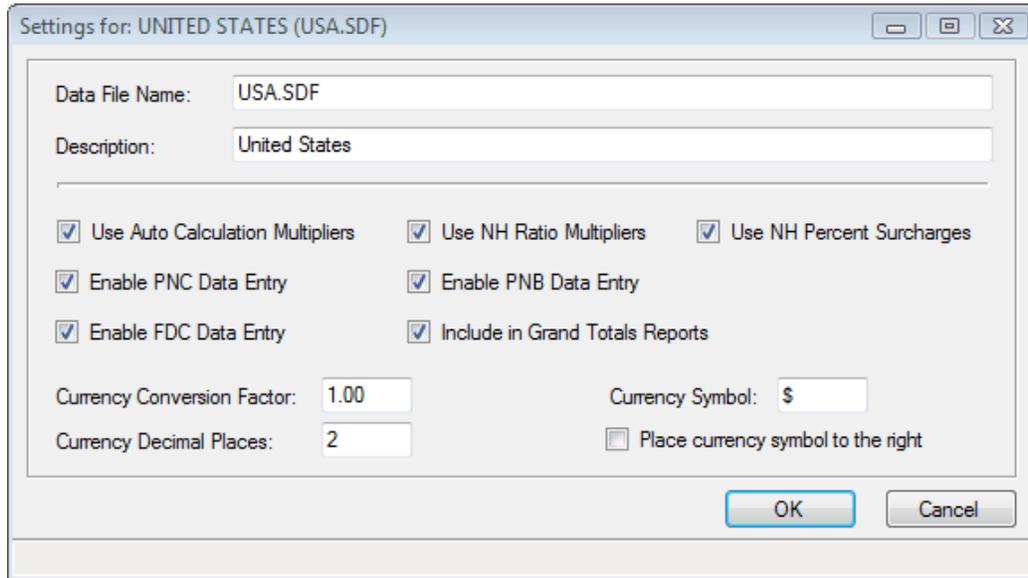


For importing the data back into the country file, use the **Browse** button to locate an export file (default location will be the Export folder), then click the **Begin**

button. Note that EzStamp will close the country file before importing, as the file can't be opened during the restoration process.

## Country File Settings

This option in the **File** menu allows you to change some basic settings for the current open country file.



You can change the same basic information which is available when creating a new country. Refer to the documentation topic for *Creating a New Country* for details on the various settings in this window.

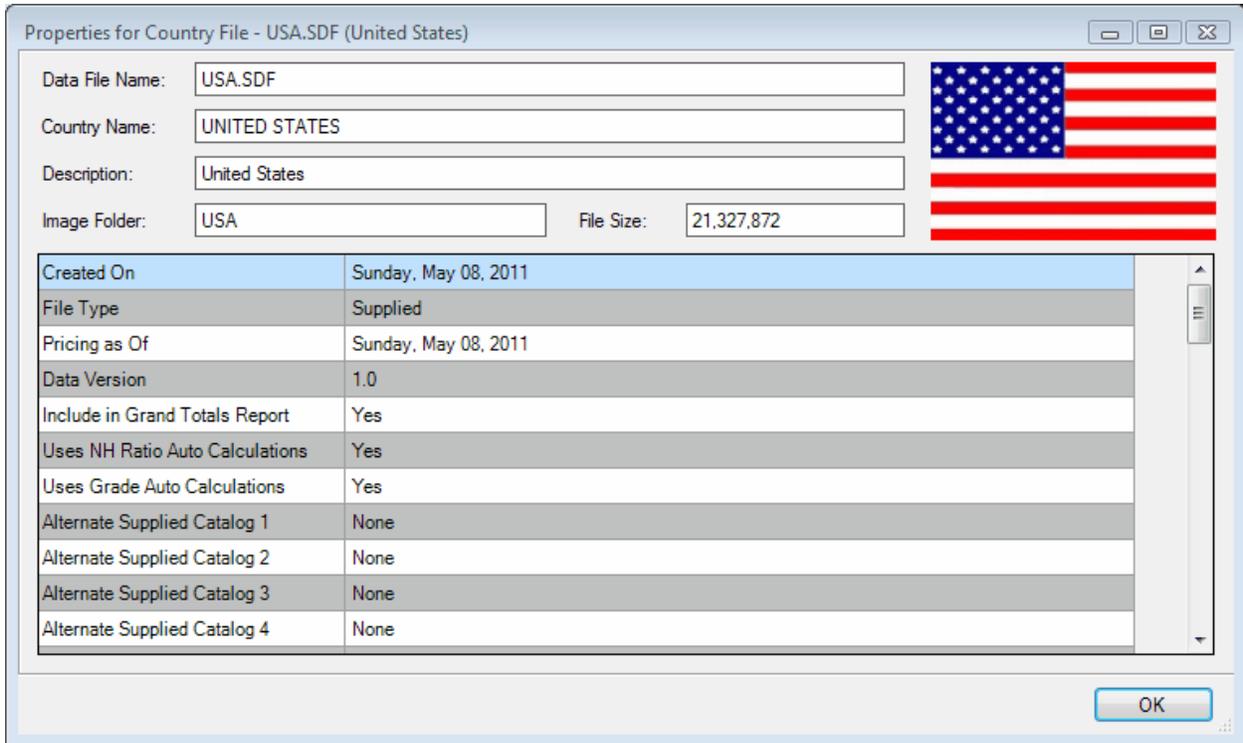
You can change the data file name as long as it's not in use by any other country file.

Note that disabling the PNC, FDC, or PNB options will automatically remove the associated data grid tabs in the main EzStamp window.

Changing the currency conversion factor, multiplier or surcharge options will automatically result in price and value recalculations for the country file when you close the dialog window.

## Country File Properties

This option is available in the **File** menu and also by clicking the **Info** icon in the top right corner of the EzStamp main window. It will display basic summary statistics for the current open country file.



Properties for Country File - USA.SDF (United States)

Data File Name: USA.SDF

Country Name: UNITED STATES

Description: United States

Image Folder: USA File Size: 21,327,872

Created On	Sunday, May 08, 2011
File Type	Supplied
Pricing as Of	Sunday, May 08, 2011
Data Version	1.0
Include in Grand Totals Report	Yes
Uses NH Ratio Auto Calculations	Yes
Uses Grade Auto Calculations	Yes
Alternate Supplied Catalog 1	None
Alternate Supplied Catalog 2	None
Alternate Supplied Catalog 3	None
Alternate Supplied Catalog 4	None

OK

## Country File Utilities

This submenu under the **File** menu contains several important options for maintaining and supporting the data contained in your country files. Some of these options require a country file to be opened, and others will prompt you to close the country file for proceeding.

## Supplied Data and Pricing Updates

When SoftPro issues supplied data and pricing updates for country files, they are provided as special files which are transparently applied to the read-only pre-supplied repository inside the country file.

Consider a country file as consisting of two parts:

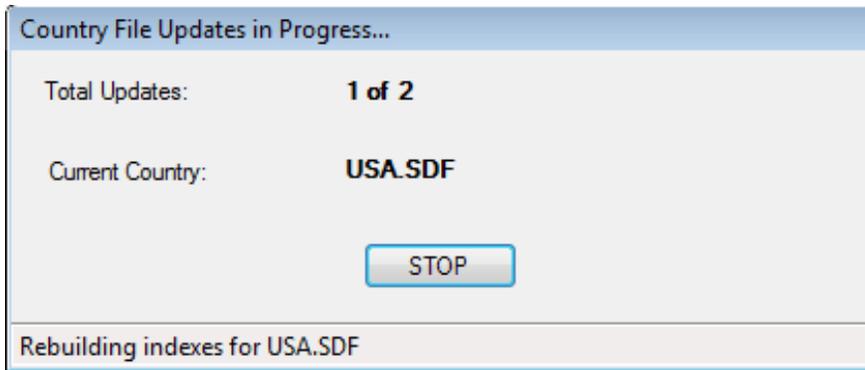
- Part A is a read-only copy of all pre-supplied stamp information and prices. This is how new country files are provided on the original EzStamp CD/DVD media.
- Part B is a copy of all of the same information as in Part A, PLUS any additional inventoried information you add. Almost all of the pre-supplied information, including prices, can be modified, and this is all saved in the second part of the file.

When supplied updates are applied to a country file, EzStamp will only make the updates to the read-only copy (Part A) of the file. Your inventoried data and the modifiable pre-supplied data (Part B) are left intact.

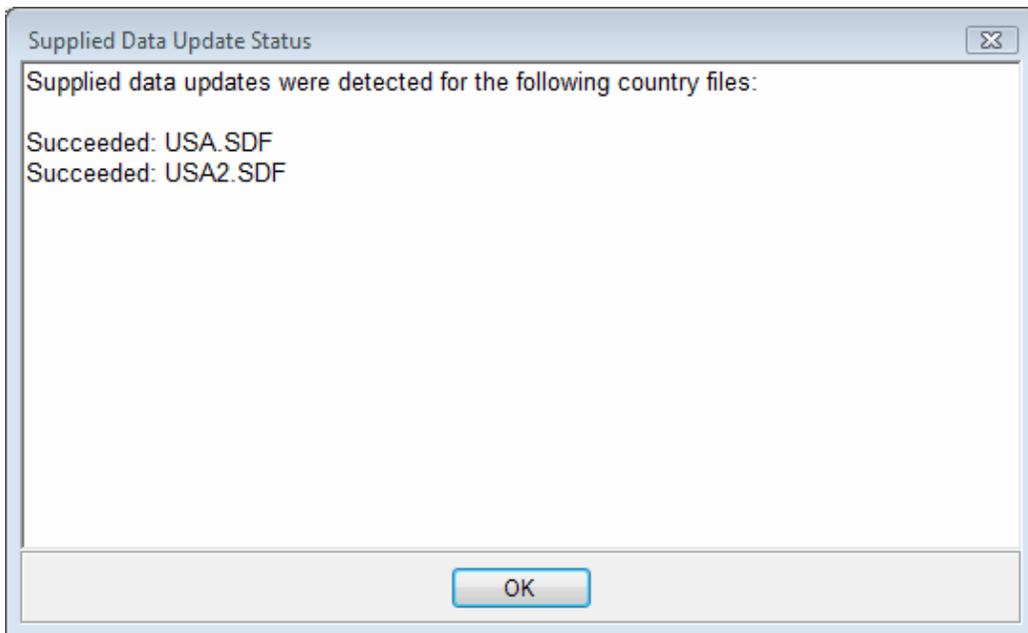
## EzUpdate and Supplied Data Updates

The EzUpdate application is used to apply supplied pricing and data updates to EzStamp. The application itself doesn't have any functionality to work with country files – that capability is exclusive to EzStamp. What EzUpdate does is place country update files into the EzStamp application path, to prepare them for import the next time you run EzStamp.

When EzStamp starts with pending updates (there can be multiple country files pending, EzStamp will handle all of them in order), you will see a small dialog window appear, which you will not be able to cancel (but you can click STOP and the process will stop AFTER the current file has been updated).



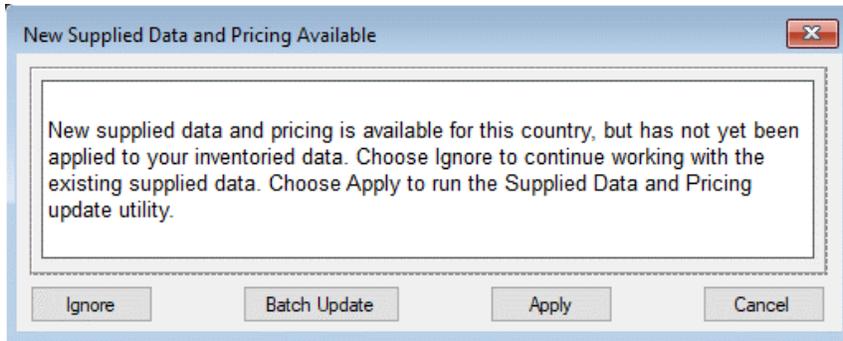
EzStamp will apply updates to every country file which has pre-supplied data attached to it, even if the country is duplicated into more than one file. Once this process is completed, a summary dialog window will appear.



This dialog indicates which country files had supplied data updates applied. At this point, your inventoried data has NOT been affected, nor have any customizations you've made to pre-supplied records been touched. Only the read-only pre-supplied data repository in the country file has been updated.

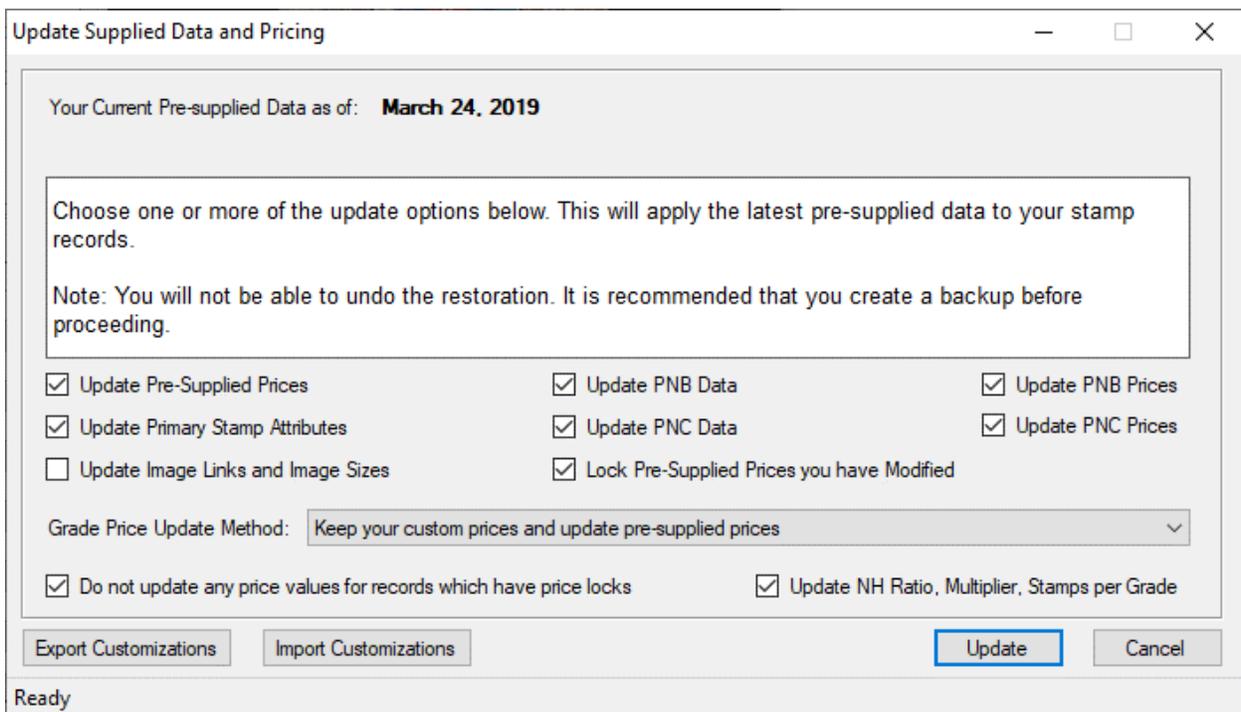
### **EzStamp and Supplied Data Effective Dates**

Each supplied data update has an effective date assigned to it. When you open a country file which has had a supplied data update applied to it, EzStamp will check the current data's effective date to see if new updates have been applied to the read-only copy of the stamp information. If a newer date is detected, a small warning dialog will appear:



You can choose to ignore this dialog, cancel, or apply the update. Clicking **Ignore** turns off the nag dialog for this country – you will not get nagged again for this update. Clicking **Cancel** will skip the update process, however you will once more be nagged with this dialog the next time you open the country. If you click **Apply**, the supplied data and pricing update window will be shown. This is the same as choosing the similar named option from the **Country Date File Utilities** submenu.

The **Batch Update** option will take you to a supplied update window where you can apply updated for multiple country files at one time.



The top of the window shows the current pre-supplied effective date of your copy of the stamp data, and the effective date of the read-only copy of the same data. If your data is up-to-date, only one date will be shown – you can still re-apply the update, even if it's not needed.

The checkbox options allow you to choose what pre-supplied data to update.

Pre-Supplied Prices	Mint, Used, FDC, Mint Sheet, Plate Block Mint, Plate Block Used, Line Pair Mint and Line Pair used prices are updated.
Primary Stamp Attributes	Denomination and Color, Notes, Watermark, Year Issued, Date of Issue, Plate Block Size, Mint Sheet Size, Quantity Issued, Never Hinged Percentage.
Image Links and Sizes	Your custom image links are replaced with the pre-supplied image links. If EzStamp doesn't provide an image link, your custom links will be left intact. Image sizes are provided for AlbumGen data exports.
PNB and PNC Data	All pre-supplied plate numbers and pre-supplied notes are updated. Any inventoried attributes or custom plate numbers are left intact.
PNB and PNC Prices	For pre-supplied plate numbers, the VF-H and VF-NH prices are updated for plate number blocks and the Strip of 1, 3, and 5 prices are updated for plate number coils.

### Zero Price and Blank Data in Pre-Supplied Data

If SoftPro doesn't provide a price (i.e. Line Pair Mint) or data value (i.e. Denomination and Color) for a given Scott number, then no update is applied. That is, EzStamp will not try and write zero prices or empty data values to your copy of the pre-supplied data. A valid stamp attribute has to be pre-supplied to be included in the update process.

### Price Locks

If you check the option *Lock Pre-Supplied prices you have modified*, then EzStamp will not touch any of the pre-supplied prices you changed. Even if this option is not checked, EzStamp will not replace your custom price changes if there is no available pre-supplied price provided by SoftPro.

The option named *Do not update any price values for records which have price locks* is used to control updates for stamp records which you have applied a price lock to. EzStamp will leave the pre-supplied prices alone for any price locked records.

### NH Ratio, Value Multiplier and Stamps Per Grade

Pre-supplied grades from SoftPro contain some attributes which you can modify. However, it's possible that SoftPro may amend attributes with future patch updates. As such you can prevent or allow a pre-supplied change for NH Ratio, Value Multipliers or Stamps per Grade to be applied to any pre-supplied grades. By default this feature is enabled to allow pre-supplied updates to change these values

### Grade Price Update Method

There are 3 available choices for how to update grade prices:

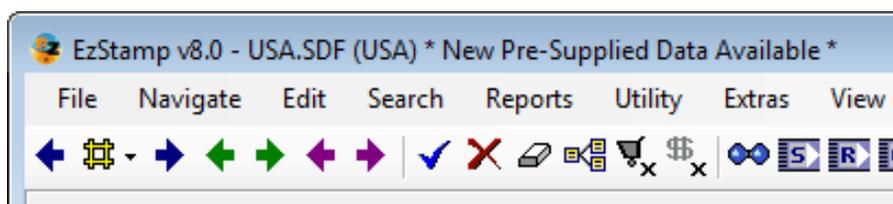
*Keep your custom prices and update pre-supplied prices:* Any price overrides you made on a per grade basis (i.e. you entered a value in the **Your Value** field in the main EzStamp window) will be left intact.

*Zero out your custom prices and update pre-supplied prices:* Any custom price override values you applied to stamp records will be lost. This in effect will restore the market value of every grade back to pre-supplied values, with the latest effective pricing available.

*Zero out your custom prices and retain current pre-supplied prices:* This option basically resets the pricing structure for EzStamp to the default state you would get if the country were brand new, albeit with the existing pricing. The latest effective prices would exist only in the read-only repository of the country file.

### Update Reminders

If you chose to ignore the dialog which warns you of pending updates when you open a country file, you can still see if new pricing is available by looking at the EzStamp main window title bar.



### Automatic Backups

A general preference option is available in EzStamp to perform an automatic country file backup before applying a supplied data update. This option is enabled by default.

### Customizations Import and Export

For any country with pre-supplied stamp information, SoftPro may provide one or more of the following attributes for a given stamp record:

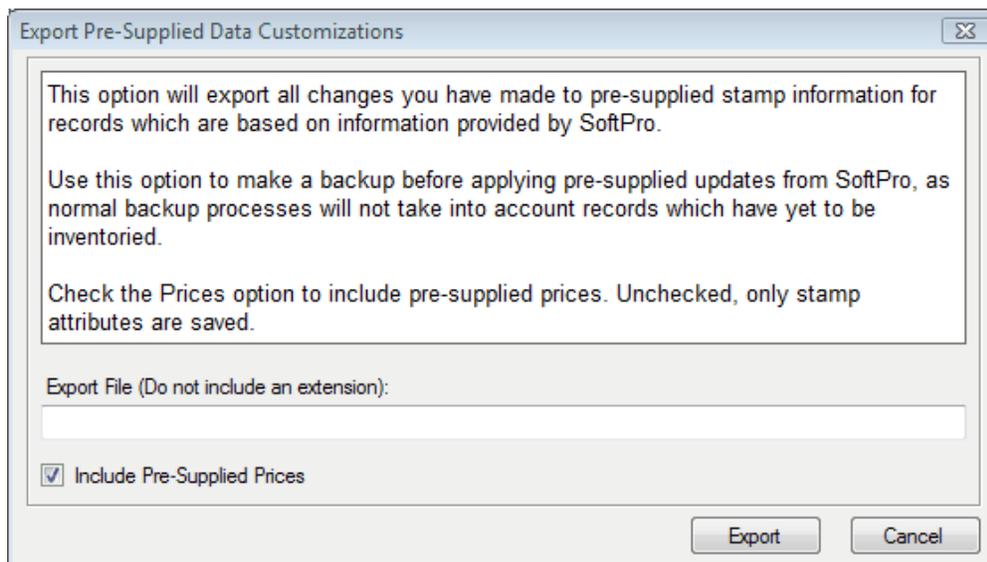
Year	Date of Issue	Denomination/Color
Watermark	Perforation	Notes
NH Percent	Plate Block Size	Mint Sheet Size
Quantity Issued	Stamp Width	Stamp Height
Mint Price	Used Price	FDC Price
Plate Block Mint Price	Plate Block Used Price	Line Pair Mint Price
Line Pair Used Price	Mint Sheet Price	

Image links are also pre-supplied, but can't be modified. You can customize your own image links to supersede pre-supplied ones, but you can never alter the original file names.

If you need to change a pre-supplied value, you can simply edit any stamp record and change one of the above values (stamp width & height, used for AlbumGen export, are modified from the Image Links window).

If you want to change pre-supplied data without adding the record to your inventory, use the special "S" icon in the main toolbar to the left of the Help icon. This saves pre-supplied modifications but doesn't inventory the record.

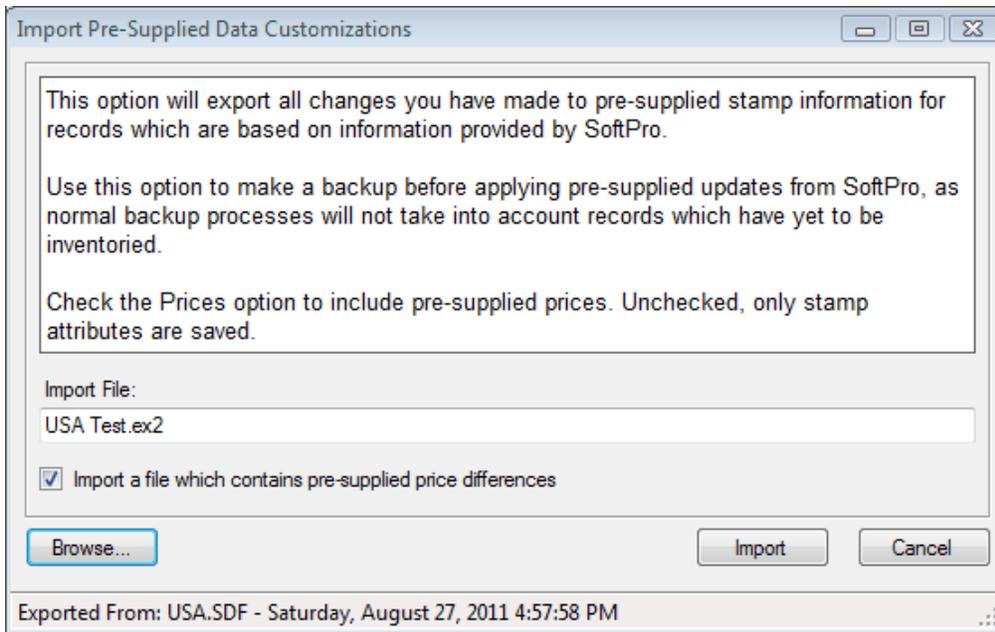
Click on the **Export Customizations** button to save all changes you have made to any of the above fields to a special file which will always be located in the **Exports** subfolder of EzStamp.



The checkbox option determines if you want to save any pre-supplied price changes (checked) or just the basic stamp details (unchecked). Each type of save file will have different file extension: .ex1 for exports without pricing, and .ex2 if price changes are included.

It doesn't matter if the stamp records are inventoried or not – the export option will still save changes to any record in the country file where pre-supplied data has been modified.

Click on the **Import Customizations** button to restore all pre-supplied changes from an export file.



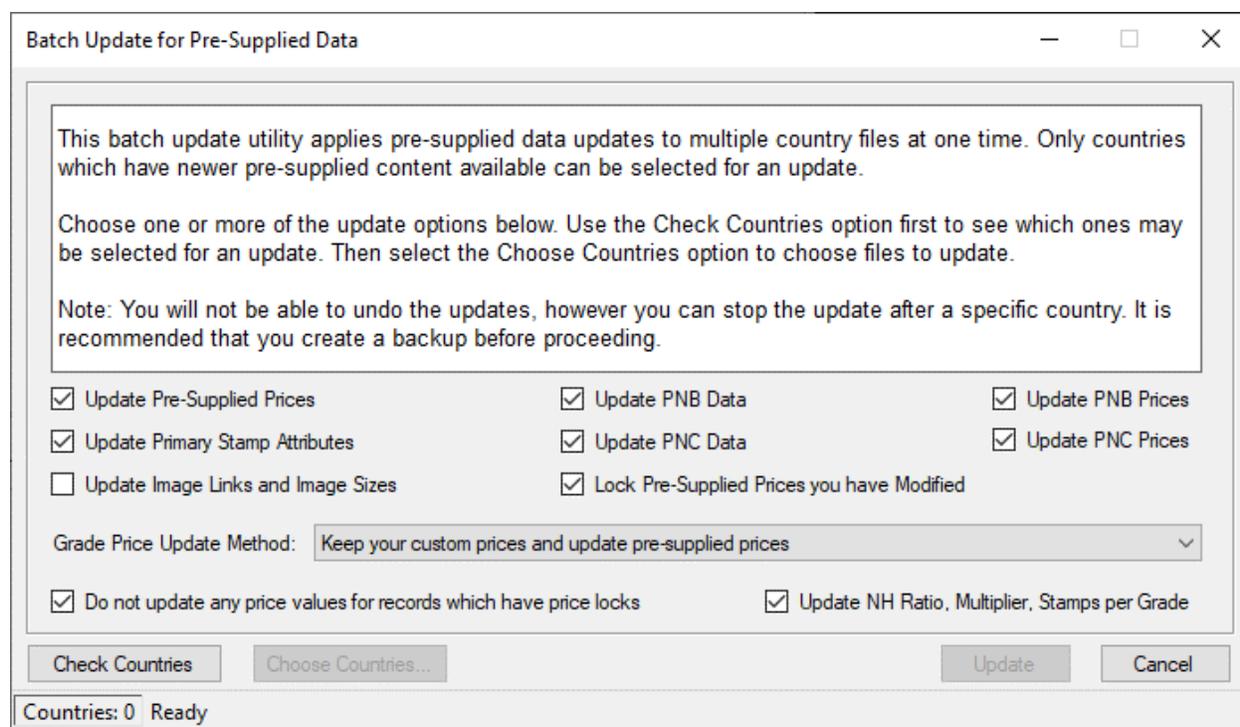
As with the export option, choose whether to restore pricing or just the same details using the checkbox option provided.

You won't be able to directly enter a file name in the textbox. Use the **Browse** button to find the .ex1 or .ex2 file types in the Export folder. The original source file and the export date will be shown in the status bar at the bottom of the dialog window when the file has been verified by EzStamp to be valid.

**Note:** Normal EzStamp archival backups only save your inventoried records. Since pre-supplied data can be changed on non-inventoried records, the export feature is the only way to make backups for changes to those records. Once a pre-supplied update is applied (assuming you checked on the appropriate update options), you won't be able to recover customizations without an export file.

### Batch Supplied Update

This option is available from the Country Data File Utilities menu and works similar to the single country supplied update dialog window. The batch update version allows you to apply updates to multiple files at one time.



The update process for multiple country files is slightly different. The update options are however, all the same as for the normal single country update window.

Any options you choose will be applied the same to each selected country file. If you need to use different update options per country, you will need to either select specific countries for the batch update with specific options, or use the single country update option.

### **Conditions for a Batch Update**

- There is no import or export option for customizations for a batch update process.
- Country files must contain pre-supplied information – custom countries may not be selected.
- The pre-supplied information must be newer than what has already been applied in the past. You may not re-apply the same supplied update multiple times using the batch option.
- Trial versions of EzStamp do not allow for batch updates – the **Check Countries** option will always return zero available files.

### **Step 1: Checking Available Files**

Click on the **Check Countries** button to validate all installed country files for pending pre-supplied updates. You can click on the **STOP** button to stop at any point, but until a complete check is made, the **Choose Countries** and **Update**

buttons will remain disabled. The status bar at the bottom left will show how many countries may be selected for an update.

### Step 2: Choosing Countries

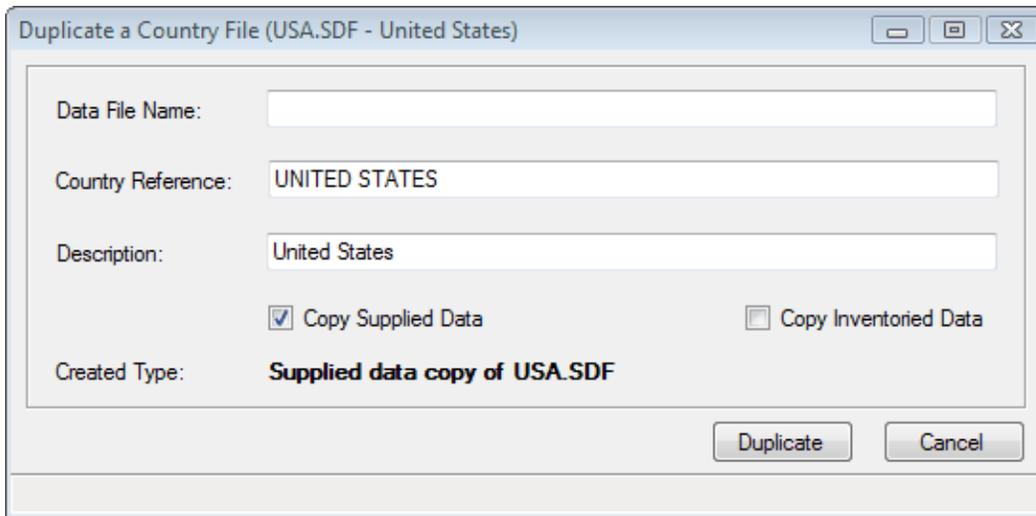
If at least one country file is available for an update, the **Choose Countries** button will be enabled. Click on it to go to a pick list screen where you may select individual countries using combinations of the *Ctrl* and *Shift* keys, or use the short cut button to select all available countries.

### Step 3: Applying Updates

If you choose at least one available country file, the **Update** button will be enabled. Click on it to start the update. Depending on the number of files selected, the amount of inventoried data in each country and the performance of your PC, the complete update job could take some time to complete. You may click the **STOP** button to stop at the current country file in process. This would undo any updates being applied on the current file, but not any which may have been completed on previous files in the list. You may resume the batch update again with any remaining countries at a later time.

## Duplicating a Country

You can make a copy of the current open country file with the duplicate country option.



Duplicate a Country File (USA.SDF - United States)

Data File Name:

Country Reference:

Description:

Copy Supplied Data  Copy Inventoried Data

Created Type: **Supplied data copy of USA.SDF**

When duplicating the country, you will provide the following information:

- The new file name, which can't be the same as any existing country file.
- The Country Reference is not modifiable – it's just there for your reference.
- The description is taken from the current country file. You can modify this as needed for the duplicated file.

- If you check the Copy Supplied Data option, then all pre-supplied information is copied into the duplicated file. If not checked, you will be creating a custom country file, which will no longer be part of supplied data updates.
- If you check the Copy Inventoried Data option, then all your inventoried information will be preserved in the duplicated country. The combination of these two checkbox options determines the type of duplicate file you are creating. Check both to make a 100% identical copy of the original file.

## Merging Country Files

The merge utility allows you to combine one country file into a second file, or combine 2 files into a new third file.

Merge Two Country Files

Source Country: F:\SoftPro\EzStamp\EzStamp\bin\Debug\DB\USA.sdf  
United States

Target Country: USA2.SDF  
USA (Rev. 2)

If a stamp record from the source country exists in the target country, then:  
RECORD EXISTS: Append the source country record as a duplicate

If the stamp record in the source country is not in the target country, then:  
NEW RECORD: Add the record from the source country file

If supplied data exists, then:  
Supplied Source: Use the supplied data which already exists in the target country

Before merging countries, exclude all duplicate records from the source country file

Merge source + target into a new country file

Browse... Merge Cancel

### Source and Target Files

The source country is always the file which information is taken from. It will not be altered in any way, and it can exist in the EzStamp DB folder or from any location on your system. Use the Browse button to locate a country SDF file, or choose one from the drop down list. The list will only show SDF files registered with your copy EzStamp.

The target file must always be in the EzStamp DB folder. You can choose any country file as long as the country of origin is identical. For example, you can't merge Canada and USA together, as they are not the same country of origin.

By default, EzStamp will merge the source file *into* the target file. The target country will contain the contents of both files (based on the merge attributes). If you want to merge the source and target to a brand new country file, check the *Merge into new country file* option at the bottom and you will be prompted for a new name and description for this file.

### Record Exists Options

These options are applicable when a Scott/Catalog number exists in both files.

*Append the source country record as a duplicate:* If the Scott/Catalog numbers exist in both the source and target files, the source record will be set as a duplicate and the target's record will remain as the primary record.

*Insert the source country record ahead of the existing record:* This option makes the source record the primary one – the matching target record is duplicated.

*Overwrite the target country's record from the source file:* For collisions on Scott/Catalog number, the source record will replace the matching record in the target file.

*Skip the source country record and don't add it:* For matching Scott/Catalog numbers, the source record is ignored and the record in the target file is left as is.

### New Record Options

These options are applicable when the Scott/Catalog number in the source file doesn't exist in the target file.

*Add the record from the source country file:* Add the source file record as a new Scott/Catalog number.

*Skip the source country record and don't add it:* The source file's record is ignored.

### Supplied Data Exists Options

These options are only applicable if either the source or target files contain pre-supplied stamp information. If both files are custom countries, the dropdown list is disabled.

*Select a source and target file first:* This appears in the list if you haven't selected both files. It's not really an option, just a visual cue.

*No supplied data exists in either file:* Both files are custom countries, therefore no choice will exist.

*Erase the supplied data in the target country (Custom country):* This option will result in a custom country – all pre-supplied information is discarded and supplied updates can no longer be applied to it.

*Use the supplied data from the source country file:* All pre-supplied data from the source file is copied to the target file. If any pre-supplied data already exists, it's discarded.

*Use the supplied data which already exists in the target country:* Pre-supplied information which already exists in the target file is left intact.

### Excluding Duplicate Records

If you check this option, then all duplicate records in the source file are ignored. For example, if Scott #500 exists in the source file as a main record and has 2 duplicate records, then main record is kept and the 2 duplicates are skipped. Any existing duplicate records in the target file are left as is.

### Removing Country Files

When you open a country file in EzStamp, the file will be "registered". What this means is that EzStamp keeps a record of the file, how it's used and accumulates statistics on it for the purpose of grand totals reports and supplied data updates. If you remove country files outside of EzStamp, you remove the audit tracking without making the application aware that the file has been removed. EzStamp can usually adjust for this, but it's recommended that you use the built in functionality to remove country files you no longer need.

The remove country option uses the standard country list browser window. Select the countries you want to remove then click on the **Remove** button. **Note:** You will not be able to get the deleted files back unless you have a backup to restore from.

### Backups and Restoration

EzStamp uses special ZIP format archive files to create backups of your data files. There are also automated backups, which simply copy a country file to a special subfolder in the EzStamp application path. A third level of protection is provided by our **Cloud Backup Options** available under the **Extras Menu**

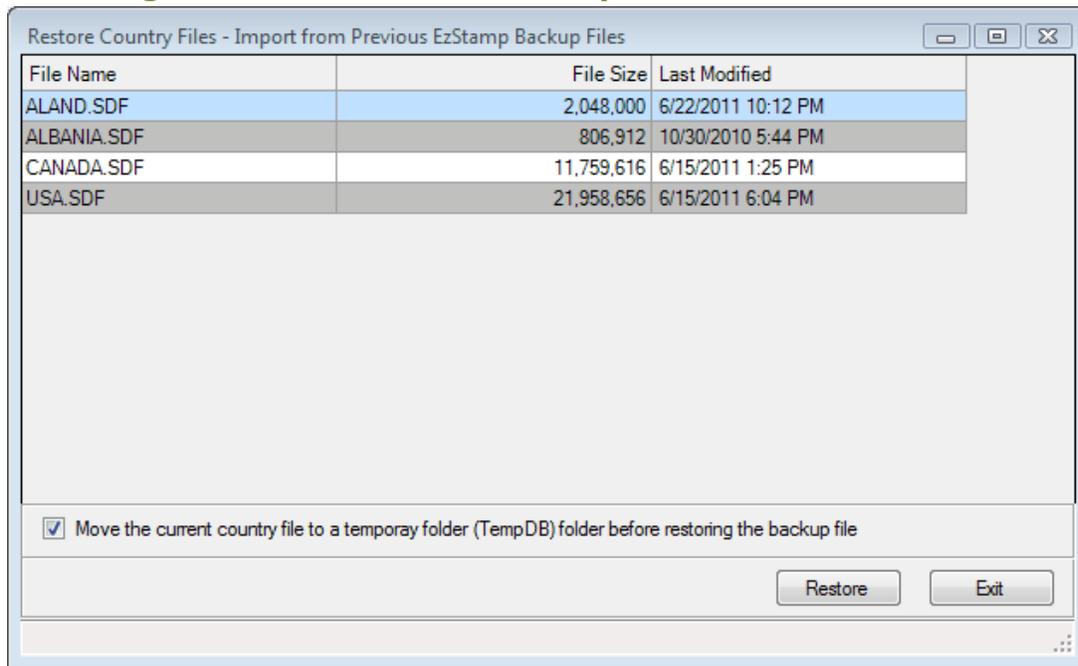
#### Automated Backups

The automated backup processes in EzStamp simply take the current SDF country file and copy it 100% to another backup location. Preference options can disable some of these automated backups. The following processes in EzStamp can have automated backups. Use the **Restore SDF Files** option under the country data file utilities submenu to restore these files.

Auto Backup	Automatic backups are performed every time you open a country file.
Merges	These backups take place just before you merge two country files together.

Supplied Updates	When you apply a supplied data/pricing update, the country is backed up before the update commences.
Imports	Importing from previous versions of EzStamp will create a backup before starting.

### Restoring from an Automated Backup



This window will appear when you choose one of the 4 Restore SDF File options. Each type of backup stores the SDF files in a unique subfolder under Backup in the EzStamp application path.

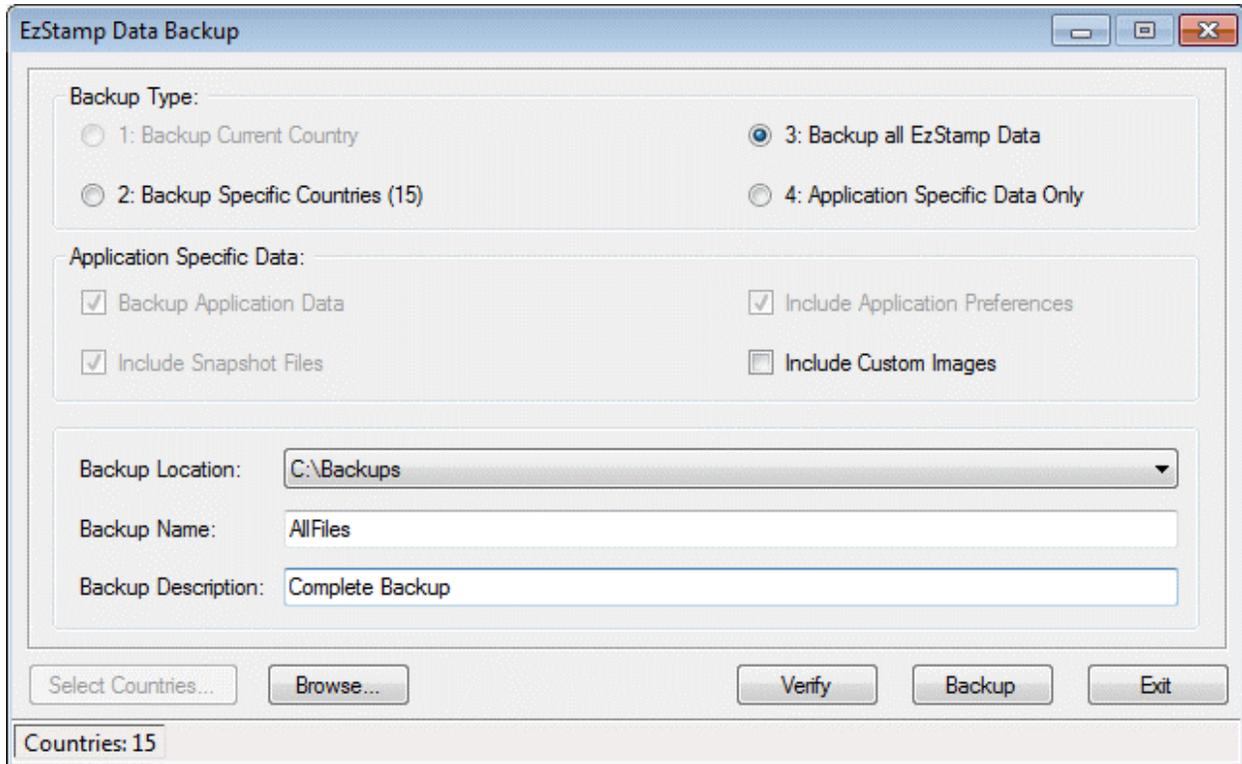
The list shows the file name, size, and date/time of modification. To restore a file, select it and then click on Restore. Note the checkbox option at the bottom. The restore can backup the current file to the TempDB folder. There is NO provision to restore a backup from this folder. If you need to restore anything from TempDB, you need to manually copy the file back to the DB folder.

### Restoring from Outside EzStamp

If you manually copy an SDF file into the DB folder outside of the application, the country file registration will not be accurate and grand totals reports will not be correct. If you ever do manual restorations like this, always perform a grand totals recalculation.

## Archival Backups

This is the recommended method by which you should backup your data. This option is available as **Create Backup** from the country data file utilities submenu.



### Backup Type

**Current Country:** This will create a backup of the current open country file only. Country backup archives contain only inventoried stamp attribute data and any customization/configuration information.

**Specific Countries:** Use the **Select Countries** button to select one or more countries to backup.

**All EzStamp Data:** This option creates a backup of all non-country specific EzStamp data, which can include the following:

- Configuration settings for all dialog windows.
- General Preferences.
- Report Profiles.
- Default Search Conditions for Reports.
- Custom Search Export Files.
- Any files you have saved to the User folder in EzStamp.
- Custom Grade Group Filter Files.
- Navigation Lists.

- Custom Categories.
- Custom FDC Makers.
- Custom PWL/PSL Type Lists.
- Report Field Customizations.
- Snapshot Files.

**Application Specific Data:** This is a subset of the All Data option which is based on the checkbox options which appear in the backup window.

### ***Application Specific Data***

There are 3 types of application specific data, which can be selected when choosing this type of backup.

**Application Data:** FDC Makers, Categories, PWL/PSL Type Lists, and Report Field customizations, which are all contained in the EzStamp.sdf application configuration file.

**Application Preferences:** EzStamp general preferences are stored in a special file named EzStamp.cdt. This file is always updated whenever you close the application. Check this option to include it in the backup.

**Snapshot Files:** Check this option to back up the contents of the Snapshots folder.

### ***Custom Image Backups***

The installation path of EzStamp contains a folder named Images. If you store custom image files under this folder, EzStamp can archive them to backup. The way image backups work is based on the type of backup. For open country or selected country backup types, only the image files associated with the country are included in the backup. For the other two backup types, the entire contents of the Images subfolder are backed up, for Scott numbers which are NOT pre-supplied names. For any country supplied by SoftPro with images, image names are provided which are considered 'reserved'. Therefore, custom image links should always use names which don't conflict, as reserved image names are not part of the backups.

### ***Backup Location, Name and Description***

The default location to save the archive to is the Backup folder in the EzStamp installation path. Use the **Browse** button to set a different backup path. The 16 most recently used backup paths are maintained in a dropdown list for convenience.

### ***Backup Verify***

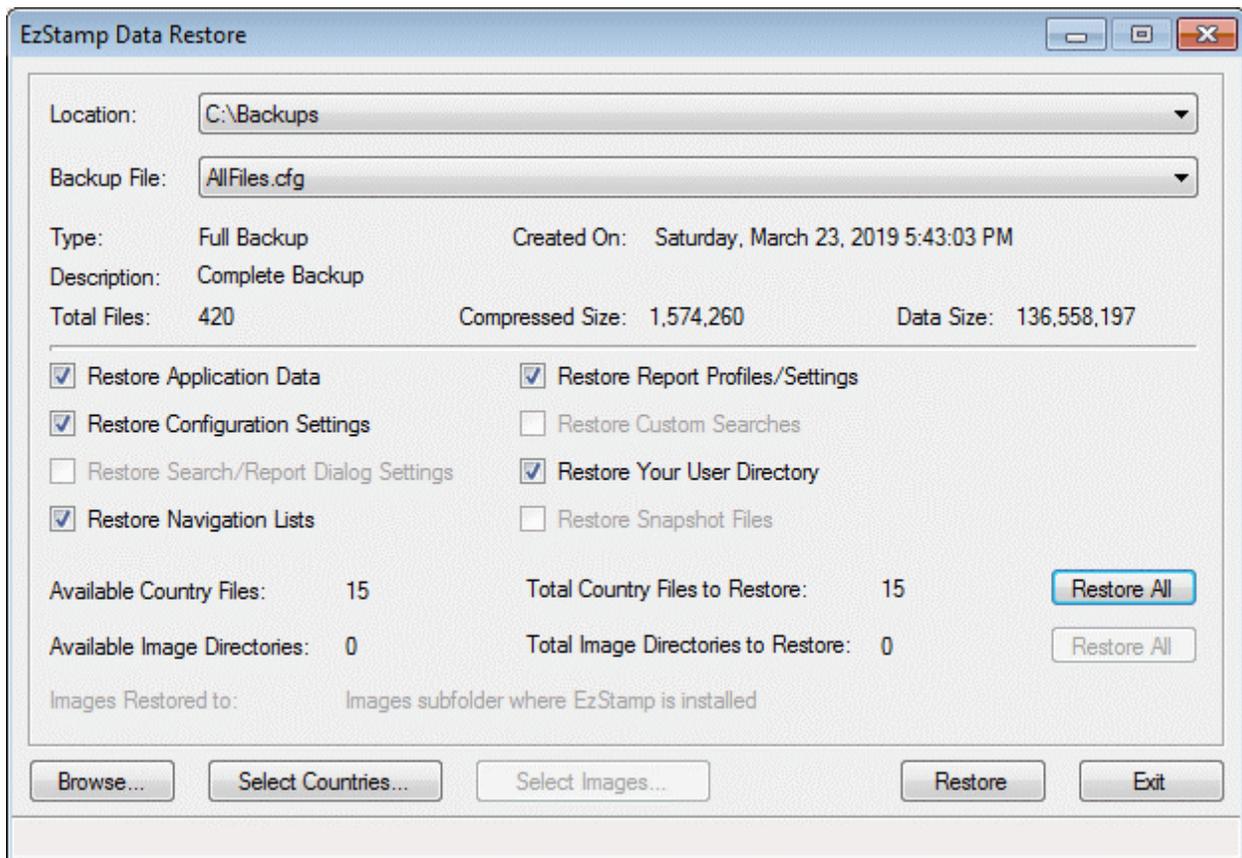
Use the **Verify** button to check the amount of data to backup, and to also ensure the files to be backed up are without error.

### Backup File Format

All archive backups are saved as 2 files, one with a .CFG extension and the other with a .ZIP extension containing all the backup data. You can't restore from backup without the .CFG file. You can open the .ZIP file, but you will not be able to restore any data to SDF-type files without using EzStamp. All of the other data files in the archive are stored as they exist in the EzStamp installation path and its various subfolders.

### Restoring from Backup

Use the **Restore from Backup** option to restore all or part of a backup archive.



The restoration window allows you to selectively choose what data to restore from a given archive file.

The 16 most recent paths used to create backup archives will be remembered by EzStamp. Use the drop down list to select one of these backup paths, and the file drop down list will automatically show every backup archive under that path. If no backup paths are shown, use the **Browse** button to select a specific path containing backup archives.

The top of the window is summary information for the contents of the archive, including its type, backup date, description, number of files and size.

The checkbox options allow you to select which items in the archive to restore. If items associated with a checkbox options are not actually in the archive file, the checkbox option will be grayed out.

If country or image files are contained in the archive, then the **Select Images** and **Select Countries** buttons will be enabled, allowing you to restore the country file data and/or the image files associated with the country. The **Restore All** buttons simply select every country or image file directory available in the archive.

Once you start a restoration, it can't be undone. If a restoration did not complete 100%, you can attempt the restoration again. EzStamp will resume the restoration from where it was halted.

Country file restorations are intelligent. If any error happens during a country file restoration, all changes made to it are rolled back and the file is left as it was before the restoration started. However, EzStamp data file restorations can't be rolled back. Once files are replaced from backup, they are changed for good.

**IMPORTANT:** If any Application settings have been restored from any backup, you will need to restart EzStamp in order for these changes to take effect.

### Assigning a Country to Import Pre-Supplied Data

If you attempt to restore from a country which is not already in EzStamp and the backup references pre-supplied stamp information from SoftPro, you will be provided a dialog window to assign pre-supplied information from an alternate installed country.

### Verification, Repair and Compaction

These options are available under the country data file utilities as **Verify**, **Repair**, and **Compact**. EzStamp uses Microsoft SQL database technology for the country file storage format, and as such, these utilities make use of built in features within their software to handle the work. As a side effect of this, all 3 of these features can take several seconds or more to complete for a single country file, during which time EzStamp will not be able to respond to your input.

All 3 options make use of the standard country list browser window.

- Verification will open selected country files and check them for any internal database errors. If any errors are detected, use the repair option to attempt to fix them, or make use of data backups to restore from. EzStamp contains extensive error handling and detection methods to keep your country files in good working condition, which should prevent errors from ever happening.

- The Repair option will attempt to fix a county file which can't be opened by EzStamp. The repair process is part of the Microsoft database product, so the effectiveness of the data repair can't be documented. If you still can't open the country file after a repair, or critical data has gone missing, or the repair fails, then you will have to restore from a backup archive.
- The Compact option will attempt to reclaim unused space within the SDF file. EzStamp has an automated compaction timer built into each country file, which can be configured using the general preferences.

## Version Upgrades

Country files contain a highly optimized structure for storing stamp records, configuration and customization options. If future updates to EzStamp involve additions of new features which require extending the country file structure, it will be necessary to ensure your existing files are kept up-to-date. Each country file has a build number, which is indicated in the country file list browser window. This is also shown in the properties window as the Data Version attribute, which is currently build version 1.2.

If the file structure changes, a new build number will be issued in the EzStamp application. When you attempt to open a country file which has an older build version (i.e. out-of-date), you must upgrade the country file to the latest build version.

The option **Update Version** in the country data file utilities submenu is provided for updating your country file's structure to the latest format which is version 1.2.

If your data is not on this latest version, you must perform the **Update Version** to access your data.

## Resetting a Country File

This option is intended only for restoring a country file to a pre-supplied un-initialized state. All customizations and inventoried stamp information will be discarded, leaving the file the way it was when you first installed it from the EzSetup application. Be aware that you will not be able to get the data back once you reset the country.

## EzStamp Cloud Backup & Restore

The Cloud backup feature is a new option available from the **Extras** menu. This type of backup stores the files remotely on a Cloud server. There are some differences between normal backups and Cloud backups which are summarized below. It's recommended that you continue to rely on your local backups as the primary method to safely store your collection data.

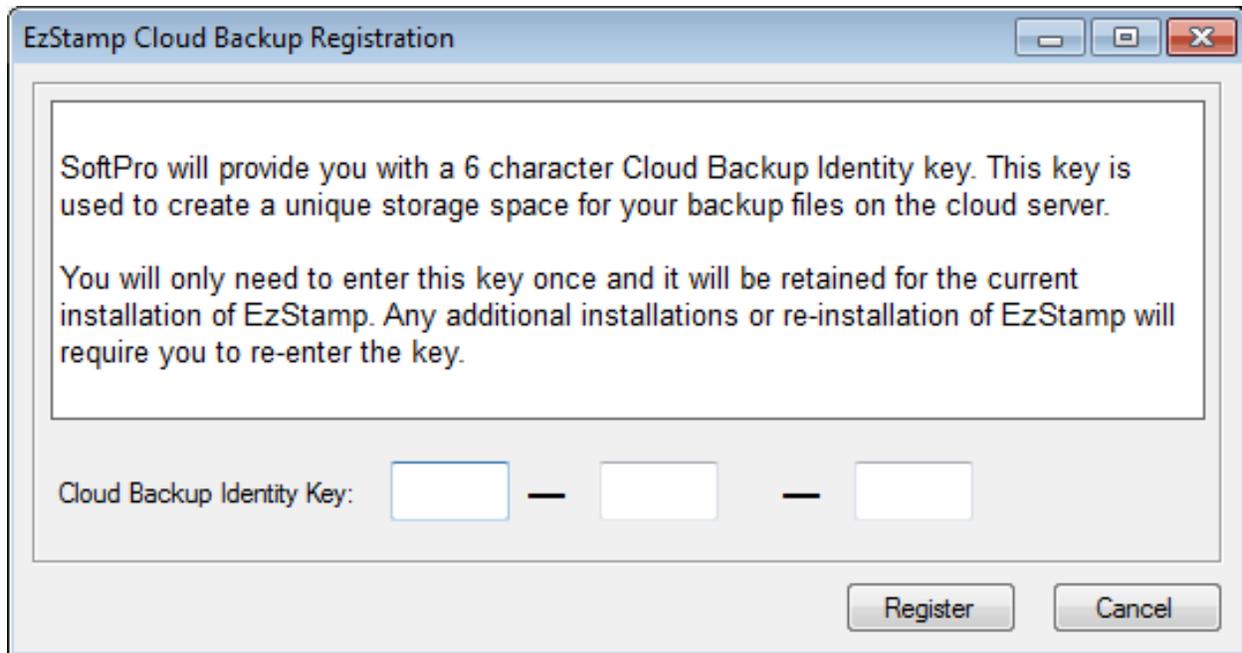
### Cloud Backup vs. Local Backup

Given that the Cloud backups must be stored on a remote server shared with other EzStamp users, there are some limitations with this type of backup to ensure capacity on the server is sufficient, and that the backup process is streamlined for ease of use.

- Only 1 backup of a country file's data can be stored on the Cloud server.
- Country backup files are segregated for efficiency in selective backups and restorations.
- No options are available to choose what to backup other than which countries to backup. Each country is backed up as complete inventoried data (excluding pre-supplied information which hasn't been customized).
- Application data is always transparently backed up with any country file. There are no options to choose what type of application data to backup. All data is backed up, with the exceptions listed below.
- Supplied & Custom images, snapshot files, and global search result files are not saved to the Cloud server. These items can be quite large, making file transfers slower and require significantly more capacity than the normal backup data.
- As data must be moved into and out of the Cloud server, backups will never be as fast as the local file backups in EzStamp. The speed of Cloud backups is dependent on your Internet connection speed, the Cloud provider's bandwidth, and your PC's performance level.

### Registering for Cloud Backups

Under the **Cloud** submenu in **Extras**, choose the item **Register for Use**. This will show a dialog as follows.



The Cloud Identity key is a 6 character code used to reserve space on the Cloud server for your backups. The key and registration process is a one-time process - simply contact SoftPro to obtain a Cloud backup key. Then enter the key into the fields in this dialog to complete the registration. A minimal fee applies (\$10)

### Re-Registration and Multiple Keys

A Cloud key reserves one area on the server for your backups. The key is stored locally with the installation of EzStamp. If you install multiple copies of EzStamp, or re-install the application for any reason, you will need to re-register with the key again.

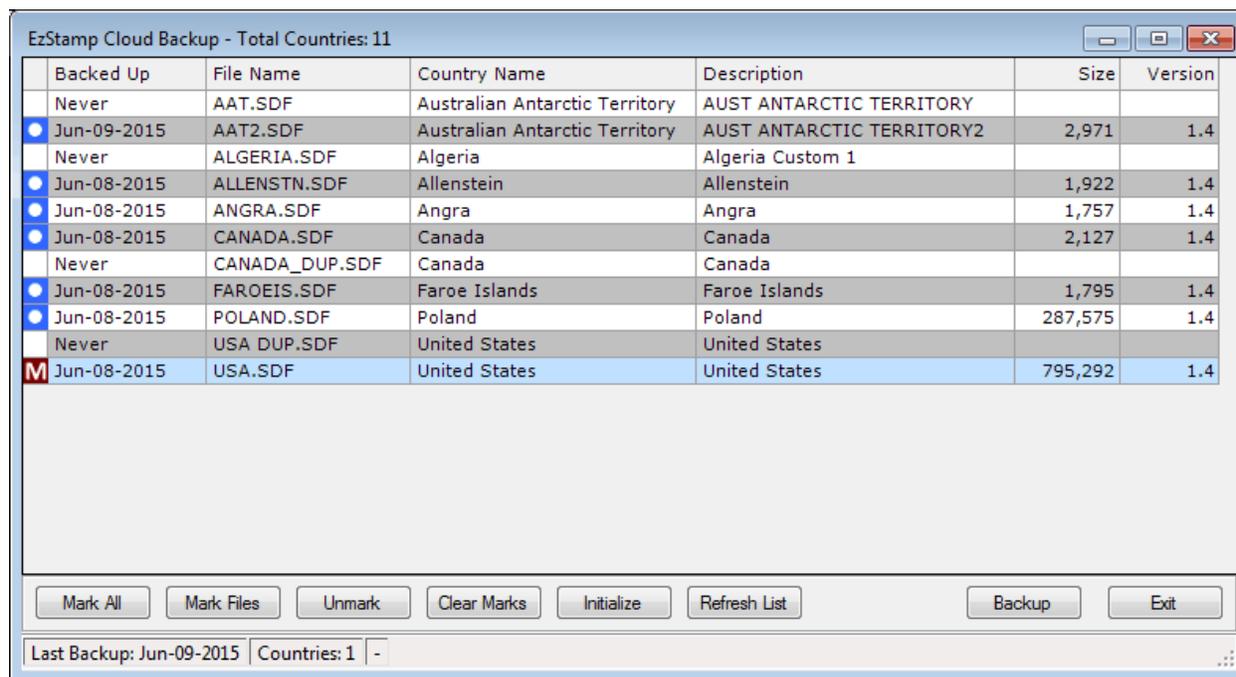
**Important Note:** You should never perform backups or restorations from 2 different installations of EzStamp at the same time, even if the application resides on different PCs. As there is only one set of backup files on the server, attempting to access them at the same time from multiple copies of EzStamp can result in errors or potentially lost backup data.

That being said, if you have multiple installations of EzStamp and prefer to keep separate Cloud backups, you can request an additional Cloud Identity key to use for a different copy of EzStamp. This allows you to keep the backups completely separate from each other. Note that SoftPro may restrict the number of additional keys which may be issued.

### Cloud Backups

Choose the **Backup** option from the **Extras Menu, Cloud Utilities**. This will present the following dialog window. Note that there will be a brief delay before this

dialog appears, as EzStamp will need to check the server for backup contents and perform some basic integrity checks on the data to ensure everything is valid.



The list presented is identical to the one you see using the **Open With List** menu option to select country files to open. If you have hidden any countries from the list when using the Open With List option, then they will also be hidden in the Cloud backup list.

Each item in the list will have an icon displayed to the left, which can be any of the following:

	Blank means no backup exists on the cloud server.
	The entry is marked for backup. You will need to mark files for backup using the marking buttons at the bottom of the dialog.
	There is a valid backup file on the server.
	When a backup has been completed, the icon will change to the green checkmark to indicate success.

### **Selecting Backup Data**

To backup just the application data, don't mark any country files and click on the **Backup** button. This will transfer the application data to the Cloud server.

To backup countries, select the ones you wish to backup, and use the **Mark Files** button. To backup all countries, use the **Mark All** button.

### **Initialize and Refresh**

The Initialize and Refresh buttons serve the same purpose as in the Open With List dialog.

The **Initialize** button will apply a first-time initialization to all selected countries. Note that opening any country file in the main EzStamp window will also perform this function automatically for you. The Initialize button is primarily intended for those users with many country files for which initialization can be accommodate for all files with a single click. Note that initialization for dozens of countries can take several minutes to complete.

The **Refresh List** button will check all country files for description and version details if they haven't been opened yet.

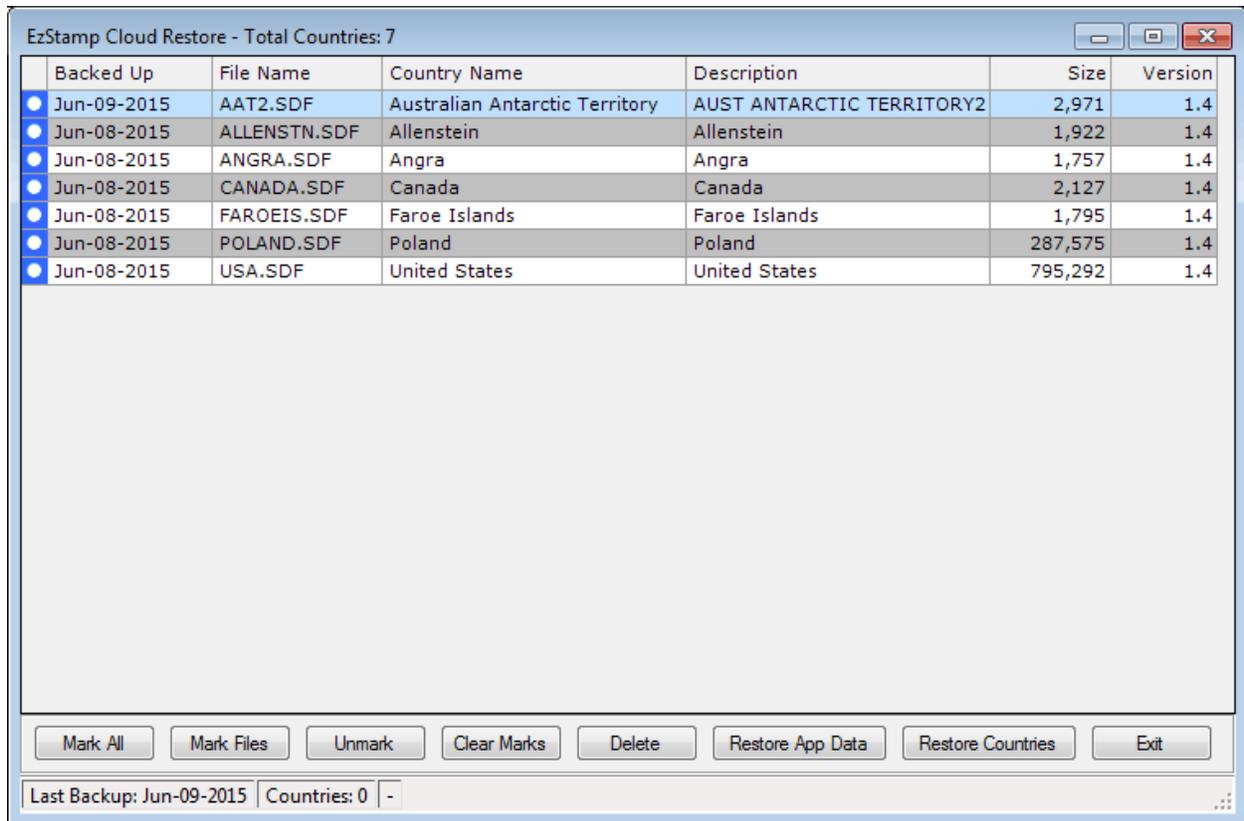
### **Starting a Backup**

When you are ready to start the backup, click on the Backup button. As each backup is made to the server, the icon status will change to a green checkmark.

Note that the version and file size information are not updated in the dialog until a backup resides on the server.

### **Cloud Restoration**

Choose the **Restore** option from the **Cloud** menu. This will present the following dialog window. As with the backup option, there will be a brief delay before this dialog appears while EzStamp checks the server for backup contents.



The cloud restoration dialog shows the same basic list of country files, with one notable difference: Only files residing on the Cloud server are displayed.

There are additional icon states for the restoration list:

	The entry is marked for backup. You will need to mark files for restoration.
	There is a valid backup file on the server AND there is also a local matching file with the same country identity.
	The backup file on the server has a country identity that doesn't match the local country installed in EzStamp. You will not be able to restore from this backup unless you rename the local country file to something else.
	The restore was completed from the server without error. This only appears once you click on the Restore button.
	A server backup exists but no local file with the same name exists in the EzStamp application folder. See the section below to understand how restoration works without a matching country file in EzStamp.

### **Restoring Without a Matching Country File**

Similar to local backups in EzStamp, the backup information only contains inventoried records, customizations made to pre-supplied data, or any stamp attributes not associated with pre-supplied information.

When restoring custom countries from backup, there is no difference between restoring to a country file which already exists in EzStamp, or for when a file doesn't exist, as the backup file contains 100% of the country data.

For pre-supplied countries from SoftPro, pre-supplied pricing, image links, and other pre-supplied stamp attributes are not backed up, unless you have changed their pre-supplied values to create customized records.

If you restore a local or Cloud backup file to EzStamp and the country isn't already installed, you will end up with a custom country restoration without pre-supplied data (non-inventoried stamp records will not exist in the restored file).

For this reason, always ensure you have the pre-supplied country files re-installed before performing and restoration. If for some reason, you don't do this, then you will need to merge the pre-supplied data into the restored file from a copy of the pre-supplied country file. If you run into this scenario and are unsure of how to proceed, contact SoftPro for assistance.

### **Starting a Restoration**

There are two buttons available for restoration. **Restore App Data** will only restore application backup data - no countries are restored. **Restore Countries** will always restore application data first, followed by the countries which are marked.

As each restoration is made from the server, the icon status will change to a green checkmark.

### **Resuming Backups or Restorations**

Since Cloud backups require an Internet connection, there is always a remote possibility that a connection can be dropped during a file backup or restoration. EzStamp has auto-recovery capabilities to restore any prior backup of country or application data if the backup session was ended unexpectedly.

For restorations, a lost connection will result in no lost data, but you will be required to manually select the files to restore which were not completed.

EzStamp maintains a log file for backups and restorations, which can be found in the application's **User** folder as file names **CloudRestore.log** and **CloudBackup.log**. These log files are plain text format and indicate the status of each file backed up or restored, and any error conditions that may have been encountered.

### **Assigning a Country to Import Pre-Supplied Data**

If you attempt to restore from a country which is not already in EzStamp and the backup references pre-supplied stamp information from SoftPro, you will be provided a dialog window to assign pre-supplied information from an alternate installed country.

### **Responsibility for Data**

By using SoftPro's Cloud Backup module, You acknowledge and agree to take full and sole responsibility for all files and data transferred, and to maintain all appropriate separate local backup of files and data stored on our cloud servers. SoftPro will not be responsible for any data loss of your uploaded data from your account under any circumstances.

SoftPro does not assume any liability whatsoever for actual, direct or indirect losses or for losses incurred due to the unavailability of use or data losses in connection with the use of SoftPro's Cloud Backup services.

It is good backup practice to have multiple backups of your data. SoftPro suggests a 3 tier backup solution.

- 1) Backup to your hard drive
- 2) Backup to a physical external drive or Flash/USB Drive
- 3) Cloud Backup

Should any one fail for any reason, you will have alternate methods of data recovery

### **Cloud Backups & What to Use Them For**

Cloud backups give you extreme flexibility for restoring data across several devices. One of the most important is the ability to Synchronize laptops/tablets & PC's. Imagine being on the road or travelling & you forgot to bring your EzStamp backup on your flash drive. With Cloud backups, you can restore your cloud data onto your laptop & enter your stamps or purchases. Then do a cloud backup when you are done. When you get home, you can do a Cloud Restore to your desktop & continue where you left off. With cloud backups, your data is available to you anywhere you have an internet connection. Your data is extremely secure in our cloud service. All EzStamp cloud data uses AES-256 bit encryption. The cloud backup is intended to be an extra layer of data protection for your data. You should still continue to do local EzStamp backups to your hard drive & an external drive/flash drive.

## Restoring Backups Without Installed Countries

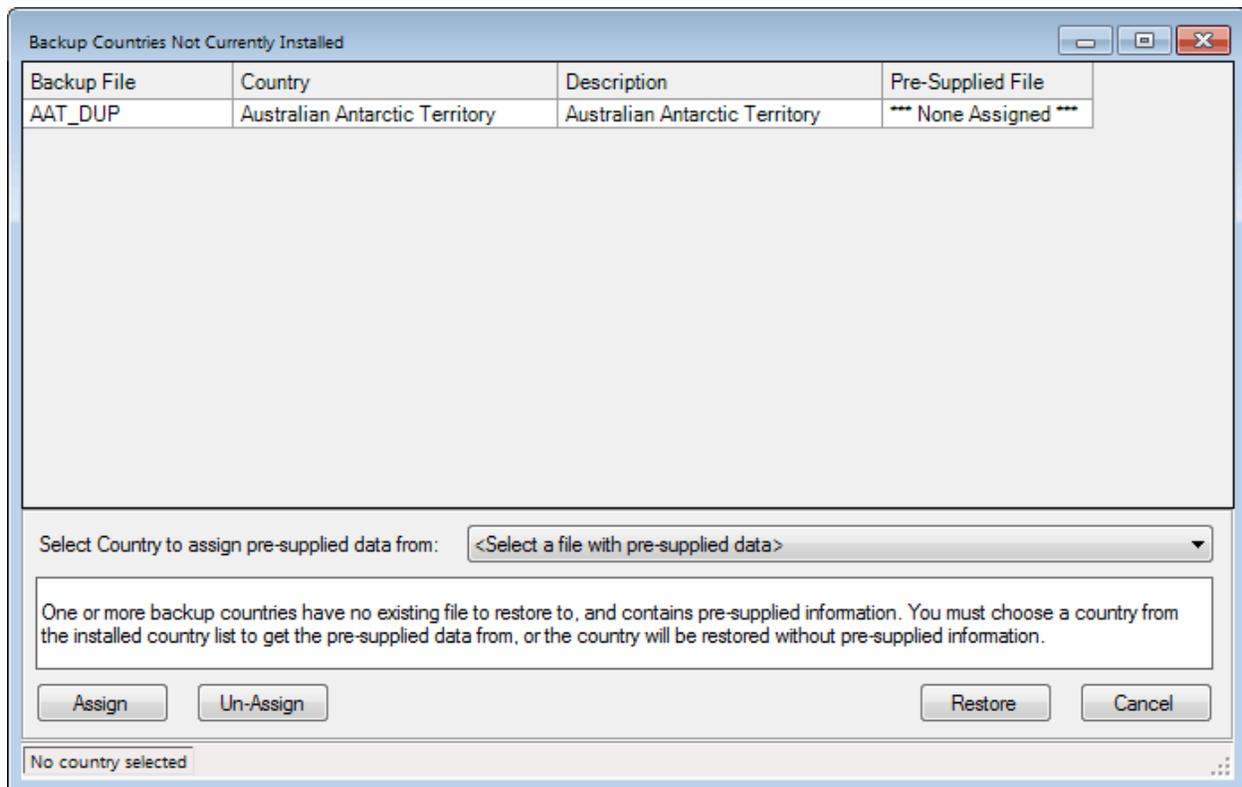
When restoring from either local or Cloud backup files, EzStamp will check the countries which are being restored to see if they have references to pre-supplied stamp data from SoftPro.

Backup archives only contain your customizations to a country file, plus any inventoried stamp data not provided by SoftPro. When restorations are made from a backup, EzStamp will look for the country file with the same name to see if it's already installed. If the country file is present, EzStamp will merge pre-supplied information in the installed version and replace all of your custom/inventoried information from the backup archive.

Since the backup archive doesn't contain the pre-supplied stamp data, it's important to have the ability to import that information from a compatible country which is already installed.

EzStamp will provide you with a special dialog window to assign an installed country with pre-supplied stamp information to use as the source when restoring a country from backup.

An example of this dialog window is shown below.



For a backup file to appear in the list, it must meet the following conditions:

1. The backup country must not be custom. If the country was not associated with pre-supplied data from SoftPro at the time of backup, it will not appear.
2. The country is not already installed with the same file name in the **DB** subfolder of the EzStamp application path.

### Assigning a Country to Import Pre-Supplied Data

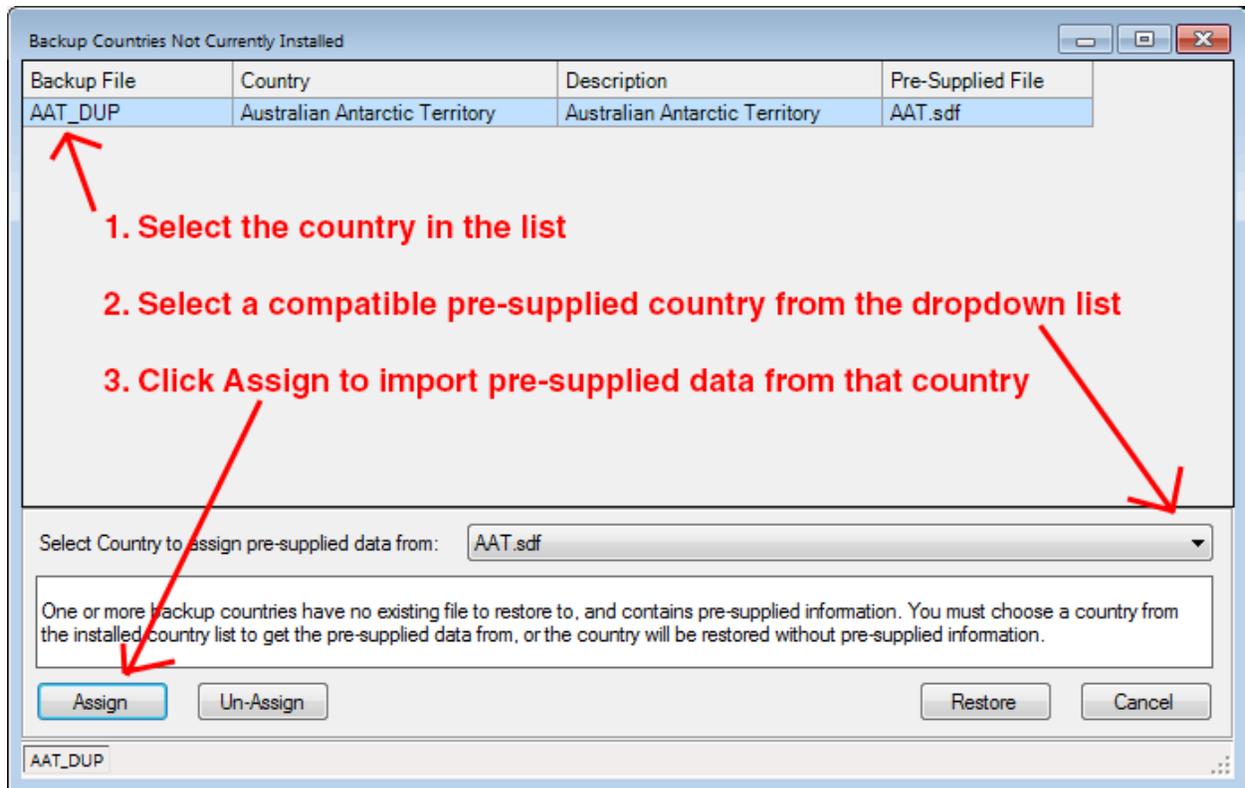
To assign pre-supplied stamp information to a backup country, follow these steps.

1. Select the country from the list.
2. Select a compatible country from the drop down list.
3. Click on the **Assign** button. Use the **Un-Assign** button to remove the pre-supplied association.

A compatible country is one which is based on the same country of origin, and contains pre-supplied stamp information from SoftPro. For example, you can choose USA for any backup country which is based on the country United States, as long as the installed version of United States contains pre-supplied information.

You may choose to restore any country without pre-supplied information. However, a warning will be given asking you confirm your decision. In this case, the country will be restore as a custom format, and no pre-supplied stamp data will exist after the restoration is completed.

An example of a pre-supplied assignment is shown below.



## Navigation

### Finding Stamps by Scott or Alternate Catalog ID

The easiest way to find a stamp record is to enter a Scott or Alternate Catalog ID number from the 2 input fields at the top of the stamp details area:

The screenshot shows the top portion of the EzStamp application interface. At the top is a toolbar with various navigation and action icons. Below the toolbar is a form with the following fields:

- Scott #:** A text input field containing the number "23". To its right is a red label "1 Scott/Cat. #".
- U-Cat 1 #:** A text input field containing the number "2". To its right is a red label "2 Alternate Cat. #".
- Year Issued:** A text input field containing "1857".
- Date of Issue:** A text input field containing "7-25-".
- Denom. & Color:** A text input field containing "1c bl (Type IV)".

The left field (labeled in red as "1") is for the Scott number (or catalog ID number for custom/sub-varieties). The right field is for the alternate catalog ID number.

To find Scott/Cat #s, use one of the following methods:

- Type the ID value in the left input field and press TAB.
- Type the ID value in the field and press ENTER.
- Type the ID value in the field and press F5 (the F5 option is a general "Refresh" feature and works no matter what field you are currently positioned in).
- Choose the **Find Scott** option from the **Navigate** menu.

The first 2 methods from above can be used when typing an ID value into the alternate catalog ID (labeled in red as "2") field on the right as well. For method 3, the shortcut key is Ctrl + F5, and for the 4<sup>th</sup> method, the menu option is named **Find Alternate**.

If the stamp record can't be found when looking up by Scott #, then a small dialog window will appear:

The screenshot shows a dialog box titled "Scott # / Variety Not Found". It contains the following elements:

- Two radio buttons:
  - Enter this new variety as Main Number
  - Enter this new variety as a Sub Number
- A text input field labeled "Mixed Case Scott/Cat # (change case as needed):" containing the text "17x".
- Two buttons at the bottom: "Save" and "Cancel".

At this point, EzStamp is expecting to save this record as a new item in your inventory. You must provide two conditions for the save to complete:

1. Decide if this record to be saved as a main variety or a sub-variety.
2. Choose to save the ID value as mixed case or upper case. The numbering format is case-sensitive, so saving an ID as "17x" is not the same as saving it as "17X".

**Note:** You will not be able to enter an invalid ID format. There are many rules based on the country of origin which determine what is considered valid to be compliant with the Scott numbering system. If you enter any ID value which doesn't abide by these rules, you will be presented with an error window explaining the reason.

Once you click on the **Save** button the record will be automatically added to your inventory as a custom entry. If there was any pre-supplied stamp information in the stamp details area at the time you saved, it will be added to the record. However, since this is now a custom Scott/Catalog number, it will no longer be subject to pre-supplied data updates from SoftPro.

Assuming the Scott/Catalog number was found, the record will be recalled from the country file and displayed in the main window. If you have any of the secondary windows open (i.e. FDC/PNC/PNB viewer, Comments, Custom Fields, etc.) the information in those windows will also be updated accordingly.

### Alternate Catalog ID Values

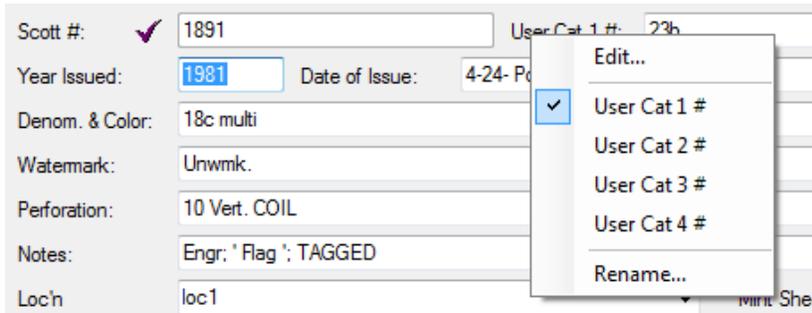
The way lookup failures work on the alternate catalog ID field is slightly different than when the lookup fails on the Scott ID value entered (if the alternate catalog ID matches on any stamp record in the country file, it will be recalled the same as when you enter a Scott number).

There can be up to 8 additional numbering formats available for a given country file. Four of them are reserved by SoftPro for alternate pre-supplied numbering formats that may be made available in the future for specific countries. If SoftPro hasn't issued an alternate numbering format for a country file, it will not appear in EzStamp.

Four additional numbering formats are available for your own use, and these have the default labels of User Cat 1-4 # (or short form of U-Cat 1-4#). You are free to rename these labels at the global (for all countries) level or just for the current country file. SoftPro will not issue any country file with these 4 ID formats pre-populated.

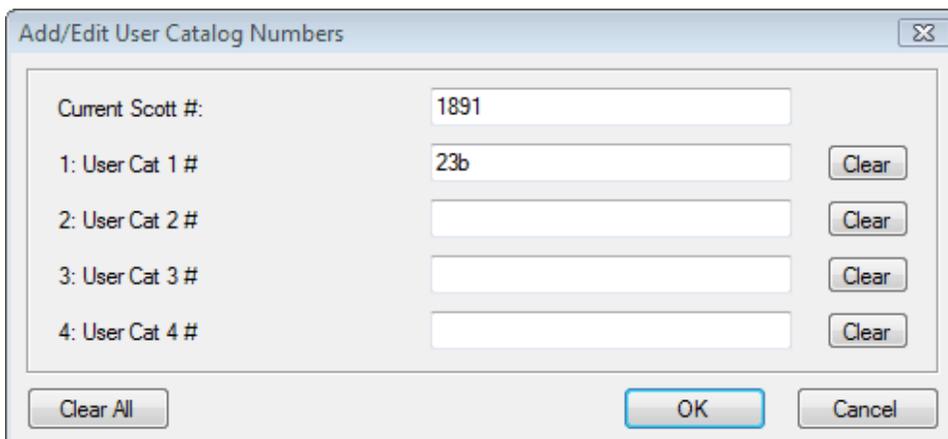
Since there is only one input field on the screen for the alternate catalog ID, you will need to choose what the current format is by using any of the following methods:

Left click the label to the left of the field and a small popup menu will appear.



You can choose from any of the available formats and the input field will change to reflect that format. EzStamp will expect for you to enter ID values which are specific to the current format chosen. The **Rename** option allows you to change the displayed and printed labels associated with each catalog ID format (see the next section).

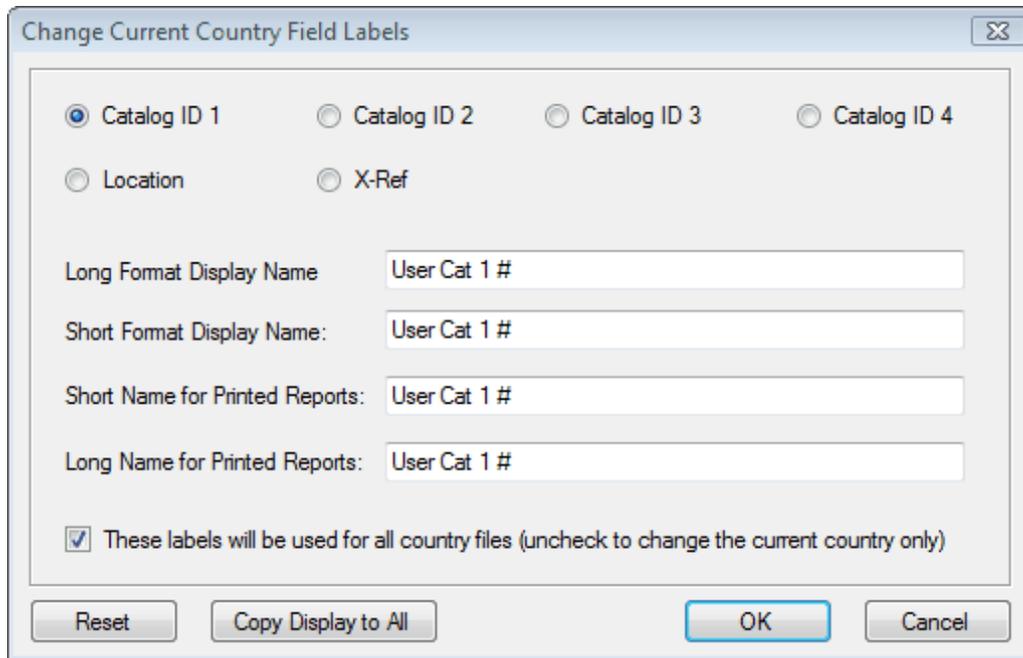
If you don't have an alternate catalog ID currently saved with the record, you will be asked to confirm the new value with the following popup window:



Each catalog ID currently assigned on all 4 customizable formats will be shown. You can change any or all of these ID values at one time. Use the **Clear** button to remove the associated catalog ID from the stamp record. Click on **Clear All** to remove all custom ID values associated with the record.

### Renaming Catalog Labels

Each catalog ID has an associated label which is used for printed reports or display in the report viewer. There are short and long formats for display/print, for a total of 4 labels per type. The editor is available from the **Rename** option in the popup menu when clicking on the label.



In addition to the 4 catalog ID labels, you can change the Location and Cross-Reference labels.

The checkbox option at the bottom of the window determines if the labels will be applied to all country files, or just the current active country. The global application-wide labels are stored in the Master Report fields configuration (you can rename the global labels in the Master Fields editor too), whereas the country-specific labels are stored within each country file.

This checkbox option is identical to the one available in the EzStamp general preferences – they both perform the same function: switch between country specific or global labels.

### **Alternate Catalog ID Settings**

You can choose to keep the default Scott formatting rules for your alternate Catalog ID numbering systems, or use custom formats. To view/modify the catalog numbering formats, refer to the help section for EzStamp Options, *Edit Catalog Numbering Formats*. All pre-supplied and custom country files will default all 4 alternate ID formats to “EzStamp”, which is the Scott numbering format.

## Stepping to Next and Previous Records

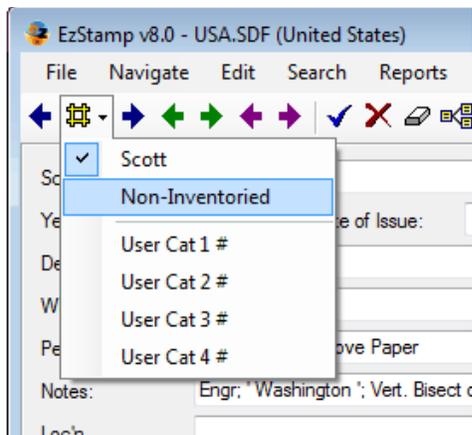
There are 3 pairs of colored arrows in the EzStamp toolbar. The color determines how you can step forwards and backwards through the stamp records.

Blue	Step by Scott or Alternate Catalog ID, using the current ID type. The # icon between the 2 arrows defines the stepping method (see below).
Green	Step by Inventoried records in Scott number order only. Any pre-supplied records which are not inventoried will be skipped over.
Violet	Step through records in the active Navigation List. Navigation lists can be created from most searches and reports, bookmarks, stamp lists or tag lists.

If you hold down the CTRL key while clicking on any arrow button, you will automatically step to the first or last record based on the associated stepping type.

## Setting the Stepping Method

Click on the # icon between the 2 blue arrows to set the stepping method which will be used when you click one of these arrows.



If SoftPro has provided pre-supplied alternate numbering formats for a country file, they will also appear in this popup menu. The above example shows the 6 available stepping types which are always available for every country file.

**Scott** is the default stepping method, and will display all records present in the country file, in Scott number order.

The **Non-inventoried** option will filter out inventoried records. This makes the blue arrows functionality opposite of the green arrows – only pre-supplied records which have yet to be inventoried are valid.

The **User Cat** options are for your alternate catalog numbering systems. If you have no alternate numbering system attached to any of the 4 choices, the blue stepping arrows will in effect become disabled.

Note that the green and violet arrows have only one fixed stepping method. The navigation list stepping is based on the sort order of the navigation list, which is usually the same order as a report or search which was used to create it.

### Stepping & Duplicate Scott Numbers

When stamps are duplicated on the same Scott number, you will notice 3 things at the bottom of the EzStamp window in the status bar.



1. The stamp status icon changes to the violet “DD” symbol.
2. The current and total number of duplicate records for the current Scott number is shown in the status bar.
3. The 2 yellow arrow icons are used to step back and forth between the duplicate records.

In addition to using the yellow arrows for stepping between records, the blue and green arrows in the toolbar will take duplicate records into account. If you want to ignore duplicate record stepping on the blue and green arrows, a general preference option can be used to disable the default stepping behavior (*Include duplicates when using navigation stepping methods*).

### Automatic Back-stepping when Deleting Records

A general preference option (*Step to previous supplied on inventory deletions*) will cause EzStamp to step backwards to the previous pre-supplied Scott number when you delete a record from your inventory. This is enabled by default.

### Stepping with Pending Stamp Changes

By default, EzStamp will warn you when you attempt to step away from the current stamp record if you have made any changes to the data. This warning can be disabled from the EzStamp general preferences.

### Navigate Menu Options

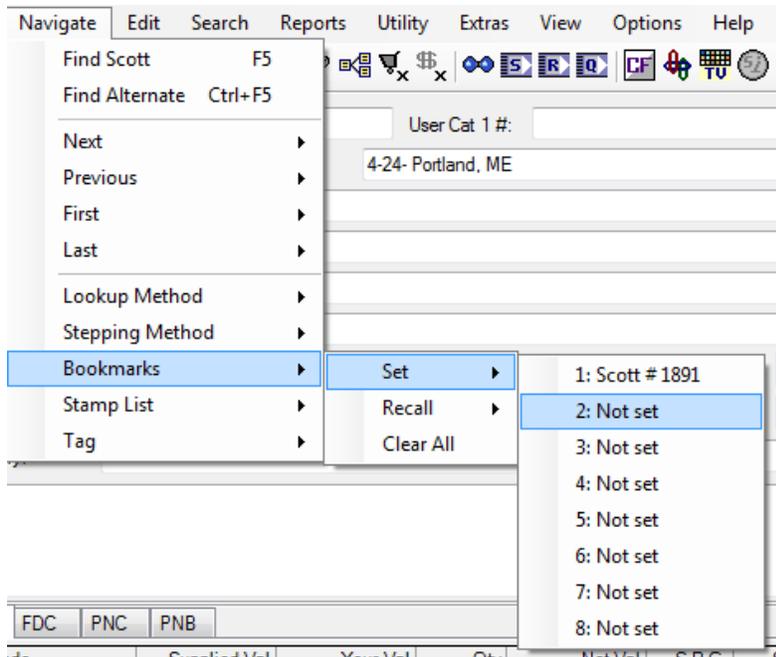
All of the navigation options in EzStamp can be found under the EzStamp main **Navigate** menu. Default shortcut keys have been defined for the most frequently used options. You can customize the keyboard shortcuts for other options as needed, or attach menu options to a customizable tool button window which extends the default EzStamp toolbar.

Menu Item	Shortcut	Description
Next Supplied Stamp	Ctrl + Up	Equivalent to clicking the right blue arrow.
Next Inventoried Stamp	Ctrl + Right	Equivalent to clicking the right green arrow.
Next Stamp in List	Ctrl + Page Up	Equivalent to clicking the right violet arrow.
Next Duplicate		Equivalent to clicking the right yellow arrow icon in the status bar.
Previous Supplied Stamp	Ctrl + Down	Equivalent to clicking the left blue arrow.
Previous Inventoried Stamp	Ctrl + Left	Equivalent to clicking the left green arrow.
Previous Stamp in List	Ctrl + Page Down	Equivalent to clicking the left violet arrow.
Previous Duplicate		Equivalent to clicking the left yellow arrow icon in the status bar.
First Supplied Stamp		Equivalent to clicking the left blue arrow while holding down CTRL.
First Inventoried Stamp		Equivalent to clicking the left green arrow while holding down CTRL.
First Stamp in List		Equivalent to clicking the left violet arrow while holding down CTRL.
Last Supplied Stamp		Equivalent to clicking the right blue arrow while holding down CTRL.
Last Inventoried Stamp		Equivalent to clicking the right green arrow while holding down CTRL.
Last Stamp in List		Equivalent to clicking the right violet arrow while holding down CTRL.
Lookup Method		Equivalent to clicking the label to the left of the Alternate Catalog ID text input field.
Stepping Method		Equivalent to clicking the # icon between in the 2 blue arrows in the toolbar.

## Setting Bookmarks on Stamp Records

EzStamp will allow you to bookmark up to 8 stamp records per country file.

Bookmarks are accessed from the Navigate menu under the bookmark submenus.



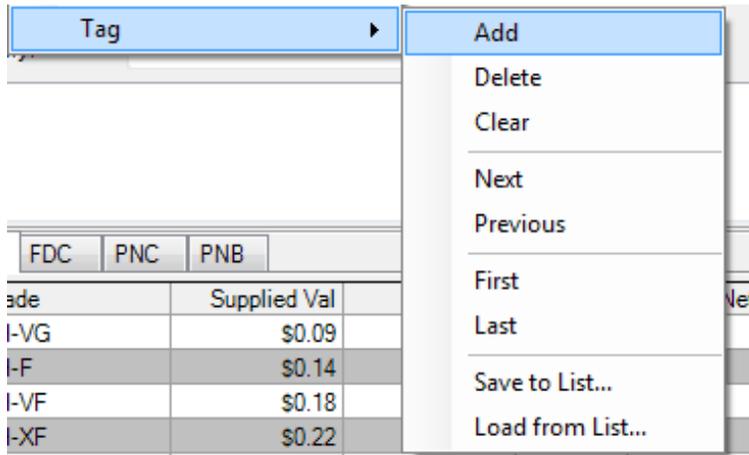
There is one submenu for setting the bookmarks, and one for recalling them. Use the Clear All option to remove all current bookmarks. If you expect to make frequent use of the bookmark option, you should assign the bookmark options to the shortcut button window or attach shortcut keys.

Bookmarks are saved to the country file, and therefore will be retained even when you close EzStamp.

If you need to make use of more extensive bookmarking on stamp records, consider using tags, stamp or navigation lists. All of these methods require you to export the lists to file if you intend to retain them after closing EzStamp.

## Tagging Stamp Records

The Tag option under the Navigate menu provides you with an easy method to create record lists which have an unlimited size. A tag list can be transferred to a navigation list, which can in turn be applied to an ad-hoc report or displayed in the thumbnail viewer.



A tag list is identical to a navigation list, and is in fact the only way outside of searches and reports to build a navigation list. The tag list was designed to allow you to interactively create a navigation list one stamp record at a time.

No default shortcut keys or toolbar buttons are assigned to tag list functions. If you intend to make frequent use of the tag list feature, you should create shortcut buttons or keys for easier accessibility.

### Adding and Removing Records

Use the **Add** option to add the current stamp record displayed in the main EzStamp window to the end of the current tag list. Use the **Delete** option to remove the current record from the list. Deletions will have no effect if the current record isn't already part of the list.

### Navigation of the Tag List

Use the **Next**, **Previous**, **First** and **Last** options to step through the tag list.

### Loading, Saving and Transferring Lists

The **Load from List** and **Save to List** options recall and store tag lists in the navigation list file format. As such, the tag and navigation lists are 100% interchangeable allowing you to run reports and thumbnail views from tagged records.

The Stamp List viewer works with navigation and tag lists as well. You can transfer the tag list to the stamp list, or a navigation list to a stamp list. Refer to the Stamp List help section for more details.

## Stamp List Viewer

The stamp list viewer is a special window which can co-exist with the main EzStamp window. You can drag this window to any position on your screen and resize it as needed to fit within your workspace. When you run EzStamp for the first time, the window is hidden from view. Use **the Stamp List Viewer** option from the **View** menu to show or hide this window. A typical stamp list would appear similar to the following example.



The stamp list window has 3 basic components: An optional image preview pane, a data grid to show some basic fields of data (this can be customized), and a toolbar with a handful of options.

### Toolbar Options

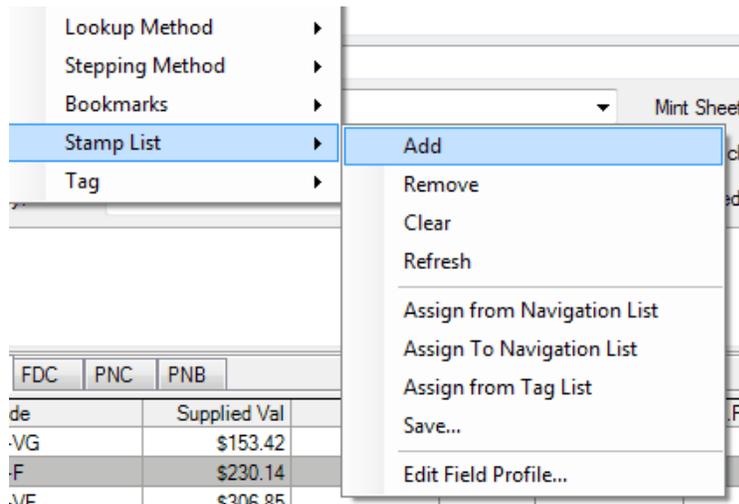
The following table summarizes the buttons on the toolbar (in left to right order).

Add to Stamp List	Add the current stamp to the end of the stamp list.
Remove from Stamp List	Removes the most recent stamp added, or if you've selected one or more specific records in the list, only the selection will be removed. This does not remove the record from your inventory.
Clear Stamp List	This clears all records from the stamp list.
Transfer Navigation List to Stamp List	The active navigation list will be transferred to the stamp list. Whatever records were in the stamp list before the transfer will be lost.
Transfer Stamp List to Navigation List	This option transfers the stamp list to the active navigation list. The contents of the existing navigation list are discarded.
Transfer Tag List to Stamp List	The contents of the current tag list are transferred to the stamp list, replacing the existing list.

Export to File	The stamp list will be saved to a navigation list file.
Edit the Field List	The fields within the stamp list can be edited to show more, less, or different stamp attributes. The report field profile editor is used to configure the fields to be used in viewer. Only the primary stamp attributes can be added as fields to the stamp list viewer.
Refresh from EzStamp	Since the stamp list maintains its own internal connection to the country file using special files to contain the stamp records, these files will not contain any records you may delete from the main EzStamp application. You can use this option to refresh the stamp list as needed.
Show/Hide the Image Preview	The left side of the stamp list window can show an image pane area, similar to what the report viewer shows. Use this button to show or hide the image pane.

### Menu Options

The stamp list options are all contained under the **Stamp List** option in the **Navigate** menu. These options mimic the buttons in the stamp list viewer window.



## EzStamp Drill Down Search Filter

This feature allows you to quickly find stamp records based on the key attributes:

- Year (single year or a range of years)
- Date of Issue
- Denomination and Color
- Watermark
- Perforation
- Keyword and/or Notes

There is no filter choice for Scott numbers, as other searches provide that facility already. You can access this option from the Search menu or the main EzStamp toolbar.

Scott #	Minkus	Year Issued	Date of Issue	Denom. & Color
27	29	1858	10-6-	5c brick red (Type I)
28A	28A	1858	3-31-	5c hn brn (indian red)
29	30	1859	4-4-	5c brn (Type I)
30A	31	1860	5-14-	5c brn (Type II)
30Ab	31T	1860		5c brn (Type II)
35	37	1859	4-29-	10c grn (Type V)
36B	39	1859	12-9-	12c blk (Type II)
37	40	1860	7-7-	24c gray lil
37a	40A	1860		24c gray
38	41	1860	8-8-	30c org
39	42	1860	9-11-	90c dp bl

### Match Conditions

Excepting the year, which must always be a complete year or year range, the other attributes are based on one of 3 conditions, each of which may be set separately per attributes:

**Contains:** The search value matches in whole or in part anywhere in the stamp's value. For example entering **red** in Denomination and Color will match any value containing the text red. Search text is never case sensitive, so you may enter values in upper, lower or mixed case.

**Starts With:** This matches your search value to the beginning of the stamp's associated value. For example if you enter **\$1** in Denomination and Color, then only records where the value starts with \$1, such as **\$1 dp brn** will count.

**Exact Match:** The value you enter must match the stamp's value exactly (case-insensitive).

Four of the attribute search fields have a drop down list containing the complete set of possible stored values for that attribute for the current open country file. You can use the drop down list to pick a value, or simply enter any search text directly into the field.

### Running a Search

When you have your search values in place, click on the **Search** button or press the **F3** key. All possible matching stamp records will appear in the list, with a stamp image preview for the currently selected item in the results list.

After the search, the drop down lists will automatically filter to only include any combinations tied to the number of stamp records returned. This is the notion of the Drill Down feature - as you add more search conditions, the list of available stamp records which match those conditions grows smaller and smaller.

### Rolling Back a Search Condition

The small buttons with the red X next to each search condition will remove that filter from the drill down, and in the process automatically re-run the search for you - no need to click the Search button. The stamp results in effect will be expanded once more to not include the search condition you just removed.

Use the **Reset** button to clear all search conditions and start fresh.

### Choosing a Record to Display

Use the Choose button to display the selected stamp record in the list in the main EzStamp window. This will close the drill down dialog. Double clicking the entry in the list will also display the stamp record and close the search window. Single clicking a record will simply display the stamp and not close the dialog.

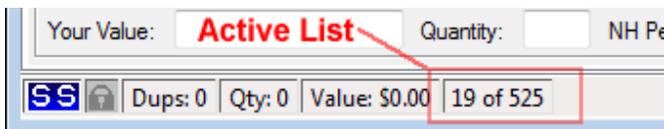
### Keyword/Notes Search

This condition matches to both the Notes value in the stamp record and the internal keyword dictionary which only exists for pre-supplied countries (also accessible via the Keyword search feature). Due to the number of possibilities for notes and keywords, there is no drop down list option.

## Navigation Lists

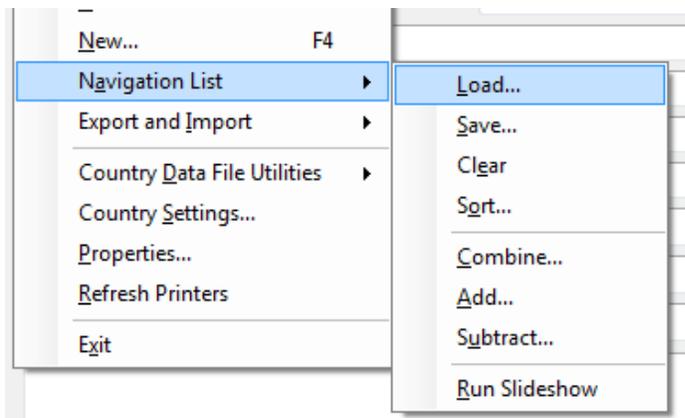
Navigation lists are collections of stamp records for a given country file. A list contains the Scott/Catalog ID values and nothing more. The primary source for a navigation list is from a search or report. All EzStamp searches and reports create an internal navigation list file which in turn is used by the report viewer to display the search results. The main EzStamp window supports an “active” navigation list, which can be assigned from any search or report, or you can create the list interactively using stamp lists or tag lists.

When a navigation list is active, you can use the violet arrow buttons to step through the list. The status bar at the bottom of the EzStamp window will indicate an active list when the list status is displayed, showing the current and total records in the list.



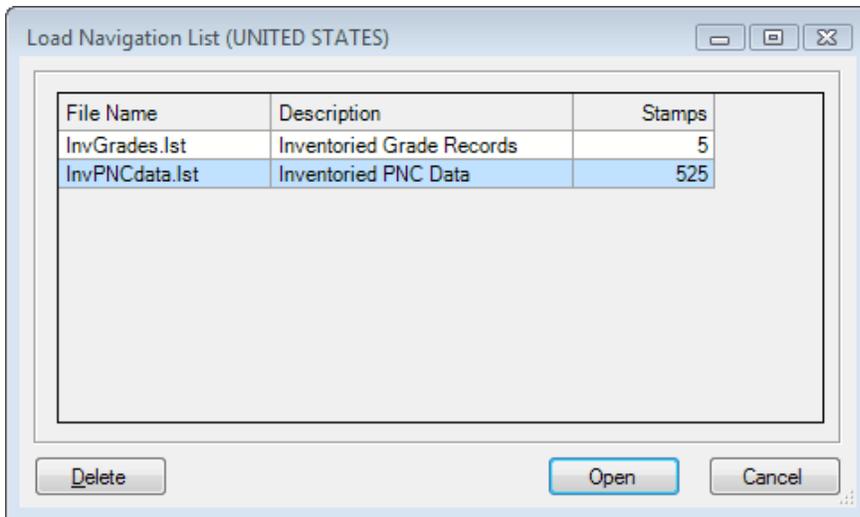
## Loading and Saving Lists

An active list can be loaded or saved using the **Navigation List** options under the **File** menu.



A list can't be loaded except for the country file for which it was saved from. For example, a list file for Canada is not compatible with a USA country file.

Lists will automatically be adjusted when loaded, to account for deleted records. For example, if you created a navigation list which included Scott #500 in the file, and then deleted this record, the loaded list would automatically be adjusted to drop that record.



When saving a navigation list to file, you will be prompted for a file name and description. The list file will always be saved under the country name’s subfolder, within the Lists folder of the EzStamp installation path. The files will have an extension of .LST.

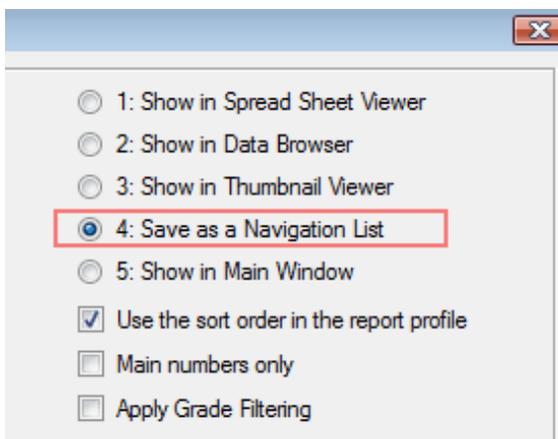
When loading a list, the country subfolder will be checked for list files and their names, descriptions, and total stamp record counts will be shown as in the dialog window above.

Use the **Delete** button to remove selected lists permanently. There are no backup list files, so choose your deletions carefully.

You can also double click on any list file to open it.

### Assignments from Reports and Other Sources

1. Reports and searches provide the option to send the stamp records directly to the active navigation list, as the following screen example shows.



2. A stamp list can be transferred to the active navigation list, or exported to file.
3. The report viewer provides the ability to assign the report results (or bookmark sections of the report) to the navigation list. Bookmarked records within the viewer can also be saved to file.
4. Tag lists can be saved to file.

### Creating a Slideshow

Choose the **Run Slideshow** option to cycle through the list by showing each stamp record on the main EzStamp screen for a period of time. The amount of time to show each stamp record is controlled by a general preference option (default is 5 seconds). The slideshow will automatically cancel the next time you run any menu option from the main menu. While the slideshow is running, the title bar of the main application window will indicate this with the text "(Slideshow)" appearing after the country file name.

### Sorting Lists

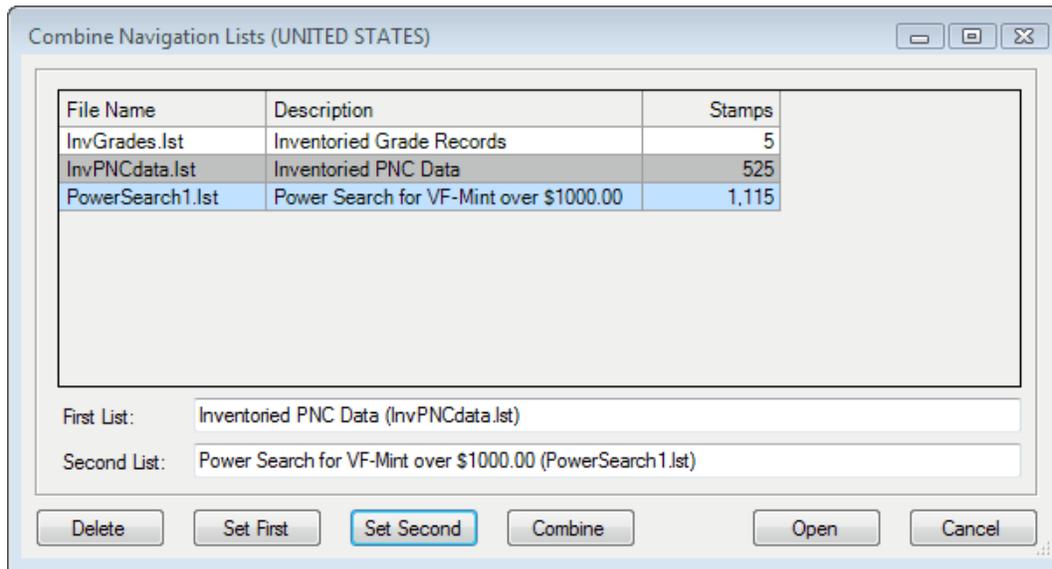
Choose the Sort option to reorder the stamp list on any of the primary attributes. The sort dialog window is identical to the one used for report profiles, allowing for up to 5 field levels, in ascending or descending order per field.

### Combining and Editing Lists

Similar to combining reports together to create custom stamp record result sets, you can combine 2 navigation lists together in the exact same way.

Add	Scott/Alternate catalog ID numbers from the first list are combined to with the second list, such that the records unique to both lists are all that remains. Duplicate entries are not created.
Subtract	Subtracts all stamp records from the first list which match on the same Scott/Alternate catalog ID numbers from the second list.
Combine	Takes all Scott/Alternate catalog ID numbers from both lists and discards any records which are not common to BOTH lists.

The combine list dialog window is shown below.



Select a list from the data grid and click on **Set First**. Select the second list and click on **Set Second**. Then click the **Combine** button (this button will change to **Add** or **Subtract** depending on the type of combination you chose from the menu).

The second list will be modified for the combination - the first list will remain unaltered.

The **Delete** and **Open** buttons work the same as in the Load list dialog window.

### Ad-hoc Reporting and Editing

There are two methods for editing the contents of the active navigation list. You can transfer the list to the Stamp List viewer and then remove unwanted records. You can also run an ad-hoc report by choosing the Navigation List option in the Report menu. Refer to the Searches and Reports help section for more details.

There is no provision to reorder individual records within the list, other than applying a sort order.

## Editing Stamp Information

### Stamp Record Attributes

Before saving a record to your inventory, familiarize yourself with the various sections of the main EzStamp window. Primary stamp details are organized in the top left section of the window, including most pre-supplied values.

The upper right section of the window is for image views, which can show from 1 to 4 stamp images simultaneously using a variety of display methods.

The bottom half of the window contains the data grids for secondary stamp attributes. The data grids are tabbed for easy access. Simply click a tab to view the inventoried status for the associated data type.

Additional windows are available which can be shown alongside the main EzStamp window. These windows are available from the **View** menu, for the following:

Custom Fields	A country file can be assigned additional data fields for your inventory, using whatever naming conventions and data types you need.
Comments	EzStamp by default reserves a small space below the stamp details area and above the data grids to allow for comments to be added to any stamp record. If you would like more space to view/enter comments, a secondary window can be displayed and resized accordingly.
Vertical Data View	Data grids for PNB, PNC and FDC Cachet data can contain many fields, requiring horizontal scrolling to see all of the record. EzStamp allows you to show a selected record from the data grid in a vertical format using the special viewer options in the View menu. There is one viewer for the grid data and another for the FDC/PNC/PNB image which can be linked to the record.

### Saving Stamp Records to Your Inventory

With pre-supplied country files, all records will initially not be part of your inventory and will need to be saved to add them. For custom country files you create, there will initially be no records whatsoever.

When saving a record, the minimal amount of information required is the Scott/Catalog ID value – all other attributes are optional.

Saving a record to your inventory can be accomplished in multiple ways:

- Click on either of the blue checkmark buttons. There is one in the toolbar at the top and a second one in the grades toolbar at the bottom beneath the data grid.
- Use the shortcut key (default is Ctrl + S) or choose the **Save** option from the **Edit** menu.
- The report viewer has the ability to add records using either Rapid Multi Entry or Quick Inventory methods.
- Rapid Multi Entry is also available from the Edit menu, and can be used in both pre-supplied Scott range and custom ID range modes.
- Auto-saving options are available from the quick edit features for Grade, PNB, PNC, and FDC Cachet data.
- Auto-saving can be enabled when adding grades to the active stamp record. Auto-saving features are intended for bulk data entry and are disabled by default.
- Use the Duplicate record feature to make a 100% copy of the current stamp record displayed in the main EzStamp window.
- The EzImport feature will import all inventoried records from previous versions of EzStamp (which have 64-bit export capability).

You can determine the status of an inventoried record by checking the status icon at the bottom left corner of the EzStamp window.

	There is no country file opened, or no current stamp record shown in the main window.
	EzStamp is busy performing a background task and can't be interrupted.
	The record is pre-supplied data and has not been added to your inventory.
	The record is part of your inventory and is based on pre-supplied data.
	The record is part of your inventory and is a custom variety or part of a custom country file.
	The record is one of two or more duplicate Scott/Catalog numbers.

In addition to this indicator, a small colored checkmark will appear to the right of the Scott/Catalog ID label in the top left of the stamp details area with one of 3 colors:

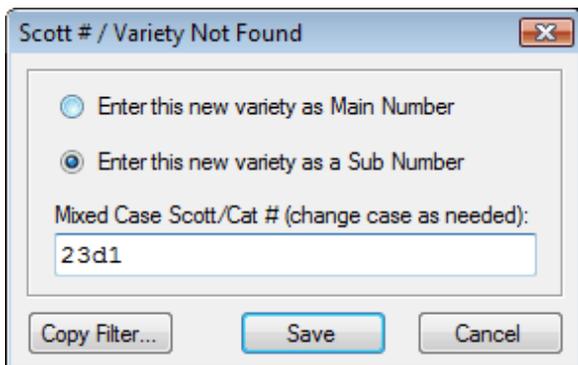
Green	The record is part of your inventory and is based on pre-supplied data.
Violet	The record is one of two or more duplicate Scott/Catalog numbers.
Red	The record is part of your inventory and is a custom variety or part of a custom country file.

### Saving Pre-Supplied Records

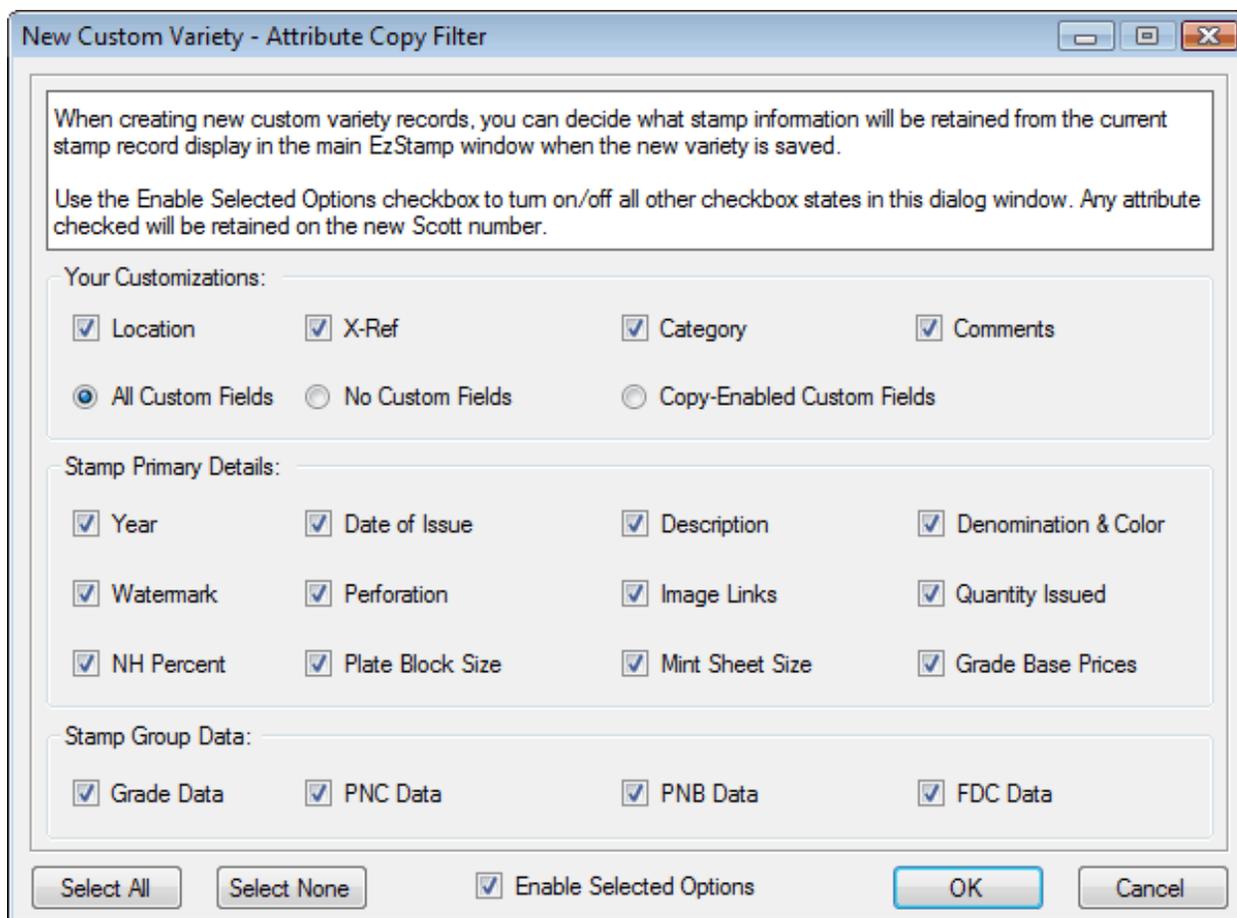
Call up any pre-supplied stamp record and simply click the blue checkmark button to save it to your inventory. You are free to modify existing pre-supplied fields before saving. EzStamp will keep a permanent copy of all pre-supplied data for every record, allowed for easy restoration if you changed a field by accident.

### Saving Custom Varieties

To save a pre-supplied record under a custom variety, call up any supplied record and modify the Scott/Catalog number to one which is not a pre-supplied value, then hit the TAB key. You will be asked to confirm the record as a main variety or sub-variety, after which the record will now be marked as a custom type, even though it was based on pre-supplied data.



By default, EzStamp will erase the contents of the main screen when saving the new custom record. If you want any information to carry forward from the current stamp record on-screen to the new custom record, click on the **Copy Filter** button. This will present a dialog window allowing you to choose what information will be preserved when saving under the new Scott number.



### Duplicating a Record

A stamp record for any Scott/Catalog number can be duplicated with a 100% identical copy by clicking on the duplicate icon in the toolbar. When a given Scott/Catalog number has been duplicated, the status bar at the bottom of the EzStamp window will show the current and total number of duplicate records.

### Saving Pre-Supplied Customizations

If you want to change any pre-supplied information without adding a record to your inventory, the special "S" icon to the left of the Help button in the toolbar can be used. This will save any changes you make to the following pre-supplied values:

Year	Date of Issue	Denomination/Color
Watermark	Perforation	Notes
NH Percent	Plate Block Size	Mint Sheet Size
Quantity Issued	Stamp Width	Stamp Height
Mint Price	Used Price	FDC Price
Plate Block Mint Price	Plate Block Used Price	Line Pair Mint Price
Line Pair Used Price	Mint Sheet Price	

The record will not be saved to your inventory. Note that if the record is already in your inventory, this icon will behave exactly the same as clicking on the blue checkmark save icon.

## Removing Records from Your Inventory

The red X icon adjacent to the blue checkmark in the toolbar is used to remove the current displayed stamp record from your inventory. How the record is removed depends on whether the Scott/Catalog number is part of the pre-supplied data provided by SoftPro, or is a custom variety. For custom country files, the records are always treated as custom varieties.

- Custom variety records are deleted and will no longer be available in the country file.
- Pre-supplied records will be returned back to pre-supplied status – all custom changes to supplied fields and any of your own data (i.e. grades, FDC Cachet, Location, etc.) will be discarded, leaving only the pre-supplied field information.

## Removing Duplicate Records

If the displayed stamp record is a duplicate (i.e. not the first record is a set of duplicated records), it will also be removed, as a duplicate record is considered to be a custom variety even if it's based on a pre-supplied Scott/Catalog number.

## Clearing Field Information

The eraser icon in the toolbar allows you to clear all fields which are not pre-supplied values, which includes:

Category	Cross Reference
Comments	Comments by Grade
Custom Image Links	Inventoried Grades
Price Locks	FDC Cachet Records
Alternate Catalog ID Values	Custom PNB Records
Location	Custom PNC Records

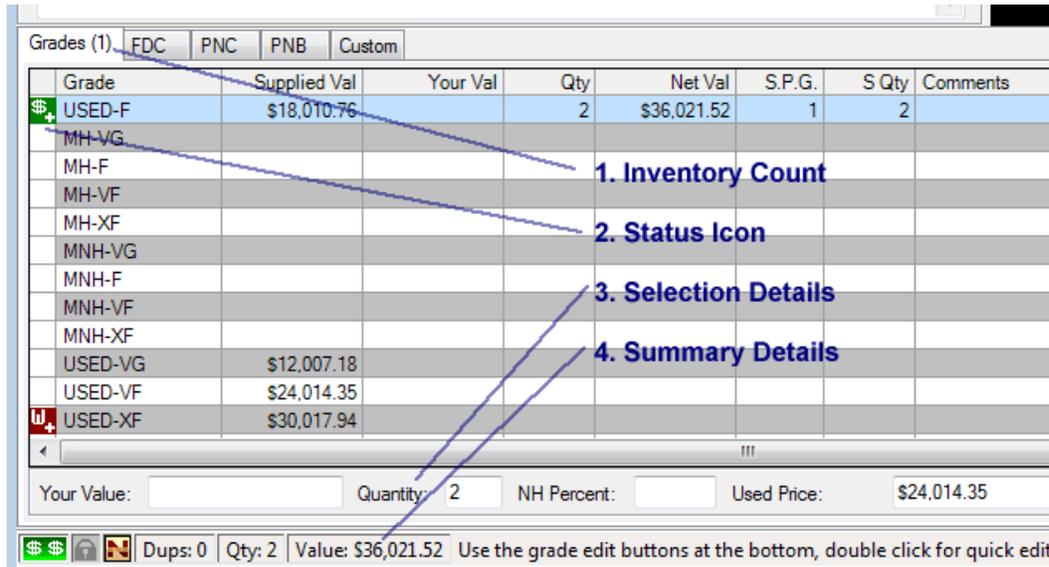
Clearing the fields does NOT save the record changes to the country file. You must still click the blue checkmark icon to commit the changes.

If you want to clear everything in the main EzStamp window, hold down CTRL while clicking the eraser icon.

These 2 clear field options are also available in the **Edit** menu.

## Editing Grade Data

EzStamp uses the bottom half of the main window to show a set of tabbed data grids, containing records for secondary stamp information. The first data grid is used for displaying inventoried grade status, and also the status of any grade if it's part of the priority want/sell lists.



Each of the tabs will show an inventory count in parentheses to the right of the tab label. This is the number of records of the associated type which are in your inventory for the current Scott/Catalog number.

The status icon indicates each grade's inventory/PWL/PSL state, according to the icon types shown below.

	The grade is part of your inventory.
	The grade is in the Priority Want List.
	The grade is in the Priority Sell List.
	The grade is part of your inventory and in the PWL.
	The grade is part of your inventory and in the PSL.
	The grade is in both the PWL and PSL.
	The grade is part of your inventory, in the PWL and also in the PSL.

Selection details below the grid are based on how many grades are currently selected in the data grid. The table below summarizes these input fields.

Your Value	EzStamp normally applies supplied prices to any grade, when available. Some grades have prices derived from a base price and are calculated using one or more "multipliers". For example, MH-XF is based on the supplied price for MH-VF, so the MH-XF grade
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	<p>is <i>derived</i> from the MH-VF grade.</p> <p>You can override a supplied price by entering a value into this field and it will be considered the “absolute” price for the grade. No additional calculations will be applied by EzStamp to change this value. The market value will be ignored when calculating Net Value, which will now be Your Value * Grade Quantity.</p>
Quantity	<p>The number of items for the selected grades which will be part of your inventory. A value of 0 is acceptable. Note that this quantity is not the quantity of physical stamps in your inventory. Each grade has a Stamps Per Grade (S.P.G.) value associated with it. The physical stamp quantity is this grade quantity * the S.P.G. value.</p>
NH Percent	<p>Each Scott/Catalog record may have a Never Hinged percentage multiplier, which is used for the never hinged grades. This value is applied at the stamp record level, so it doesn’t matter what your current grade selection is when you change the value. You can enter any value from 0 to 1000 percent.</p>
Supplied Price	<p>This field only appears when a single grade is selected in the data grid. The selected grade must also be based on a pre-supplied price (Mint, Used, Plate Block Mint/Used, FDC, Line Pair Mint/Used, or Mint Sheet).</p> <p>The pre-supplied price will be shown in this field. You can override the pre-supplied value by simply entering a new price. Every grade which depends on that price will automatically be recalculated. If you erase the contents of this field, EzStamp will restore the original pre-supplied value.</p> <p><b>Note:</b> for custom countries or custom varieties, you can still enter a price and EzStamp will consider this to be a pre-supplied value for calculation purposes.</p>

### Filtering the Grid Fields

Each of the data grids (for FDC, PNC, PNB and Grade data) can contain many fields, some of which may not be of interest to you for displaying in the main EzStamp window. If you want to only show a subset of the fields for a data grid, you can filter out the ones you don’t want to show. Refer to the help topic under **Options** for the item *Field Display Filter for Tabbed Data*.

### Using the Vertical Display View

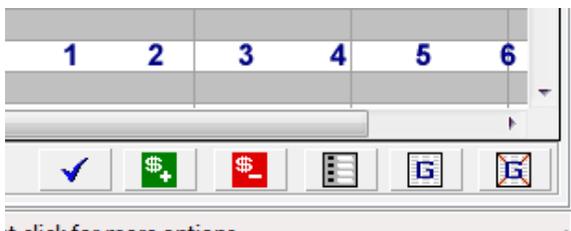
As an alternative to filtering the data grid fields, you can show the fields for the current selected row in the data grid in a secondary window. Use the **Vertical Data Viewer** item under the **View** menu to display this secondary window.

PNC Data View - Plate Number 6	
PNC Plate #	6
PNC Notes	Flag
Strip of 5 Value	\$625.00
Strip of 5 Quantity	2
Strip of 5 Net Value	\$1,250.00
Strip of 3 Value	\$1,850.00
Strip of 3 Quantity	0
Strip of 3 Net Value	\$0.00
Strip of 1 Value	\$3,810.00
Strip of 1 Quantity	0
Strip of 1 Net Value	\$0.00
PNC Net Qty	2
PNC Net Worth	\$1,250.00
PNC Comments	
Strip of 5 Buy Date	
Strip of 5 Buy Price	\$0.00
Strip of 3 Buy Date	
Strip of 3 Buy Price	\$0.00

This window can be dragged and resized as needed. It will always show the current selected record for the active data grid. When you switch from one tab to another (i.e. Grades to PNC), the vertical view will switch accordingly.

### Selecting and Saving

EzStamp provides a small toolbar within the grades tab area to assist with adding and removing grade information.



- |    |  |
|----|--|
| 1. | The blue checkmark icon provides the same shortcut functionality as the one in the top toolbar. It will save all changes for the current Scott/Catalog number to the country file. |
| 2. | The green \$+ icon will add the selected grades to your inventory, using the current quantity (and Your Value if entered). Changes are not saved to the                            |

	country file until you click the blue checkmark. Note that EzStamp has a general preferences option to auto-select and add grades when you click on the blue checkmark. This option basically is the same as clicking the \$+ and blue checkmark icons in one step.
3.	The red \$- icon will remove selected grades from your inventory. If the grade isn't currently part of your inventory, this option will have no effect.
4.	This option will display the single grade edit window (see below), allowing you to change all the field values for the grade. You can only select one grade at a time to use this option.
5.	This option will display the quick edit window for all grades, in a spreadsheet format.
6.	Given that EzStamp has options to auto-commit selected grades when saving, you may want to ensure that grades are not selected when working with other data such as the stamp details fields. This icon simply de-selects any selected grades in the data grid.

## Quick Edit

The quick edit modes for data grid information (FDC, Grades, PNB, PNC, PWL and PSL) all share the same basic editor window. The grade tab has a shortcut icon for this quick editor. For the other data types, you can access this option from the main menu as the **Quick Edit** option under the **Edit** menu. The quick edit option is also available from the popup menu when you right click within the data grid area. You can double click any area of a data grid to enter Quick Edit mode.

Grade Name	Display Name	Supplied Value	Your Value	Quantity	Net Val	Buy Date
MH-VF	Mint Hinged - Very Fine	\$6,956.55		1	\$6,956.55	
MH-XF	Mint Hinged - Extra Fine	\$8,695.69		1	\$8,695.69	
MNH-VG	Mint Never Hinged - Very Good			1		
MNH-F	Mint Never Hinged - Fine			1		
MNH-VF	Mint Never Hinged - Very Fine					
MNH-XF	Mint Never Hinged - Extra Fine					
USED-VG	Used - Very Good	\$329.60				
USED-F	Used - Fine	\$494.40				
USED-VF	Used - Very Fine	\$659.20				
USED-XF	Used - Extra Fine	\$824.00				
PB-UL	Plate Block - Upper Left - Mint					
PB-UR	Plate Block - Upper Right - Mint					
PB-LL	Plate Block - Lower Left - Mint					
PB-LR	Plate Block - Lower Right - Mint					
PB-UL-USED	Plate Block - Upper Left - Used					
PB-UR-USED	Plate Block - Upper Right - Used					
PB-LL-USED	Plate Block - Lower Left - Used					
PB-LR-USED	Plate Block - Lower Right - Used					
MINT-SHEET	Mint Sheet					
FDC	First Day Cover					
COVER	Covers					
MINT-LP	Mint Line Pair					

The quick edit window is identical for all data types. The title bar indicates what the current Scott number is, and the type of editor which is being used (Grade, PNC, FDC, etc.).

There is a small toolbar window below a menu of options, with the remainder of the window being the spreadsheet editor.

Changing the values in the grid is done by simply moving the selection cursor to any cell, and typing in a new value (F2 can be used to initiate edit mode, but pressing a valid key will also start edit mode). Once in edit mode, enter a new value, and press ENTER to commit the change, or press ESC to cancel. Clicking with the mouse on any area outside the cell being edited will behave as if you hit the ENTER key.

Some fields can't be edited as they contain information which is read-only, such as the grade name or the net value. The cells will be color-coded to indicate if a field is read-only.

### Grid Display Order

A general preference option can be used to set the grid display order to match the data grid row order in the main EzStamp window. This option is enabled by default. For example, if MH-VF is the first grade in the main EzStamp window, then it will also be the first grade in the quick editor grid. If this option is not enabled, then the grid order will use the EzStamp pre-defined sort order for grade data, and alphabetical sort order (by FDC/Plate Number) for the other data grid types.

### Grid Fields

If you have filtered any fields in the data grid in the main EzStamp window, then they will also be filtered out in the editor. If you need to edit fields which you have turned off, use the single grade edit mode instead.

### Options Menu

Apply	Apply all changes and exit the editor. By default, EzStamp will not save changes to the country file until you click the blue checkmark icon from the main window. If you want to auto-commit changes to the country file directly from the quick edit window, a general preference option can be enabled for this.
Exit	This option will exit the editor without saving any changes you may have made.

### Edit Menu

Undo	This option will undo every change you made to all records.
Clear	Erases all field data for the selected grade.
Clear All	Erases all field data for all grades in the grid.
Current Date	If you have a buy or sell date cell selected, you can use this option to assign today's date to the field.
Choose Date	If you have a buy or sell date cell selected, you can use this option to display a date picker popup window to set a specific date.

### Single Grade Edit Mode

If you want to edit the grade attributes for a single grade, you can use the single edit mode option. This option is accessible as a shortcut icon, from the right-click popup menu, or from the Quick Edit (**Edit Selected**) option under the **Edit** menu.

The screenshot shows a dialog box titled "Edit Grade: MH-VG (Mint Hinged - Very Good)". The dialog contains the following fields and controls:

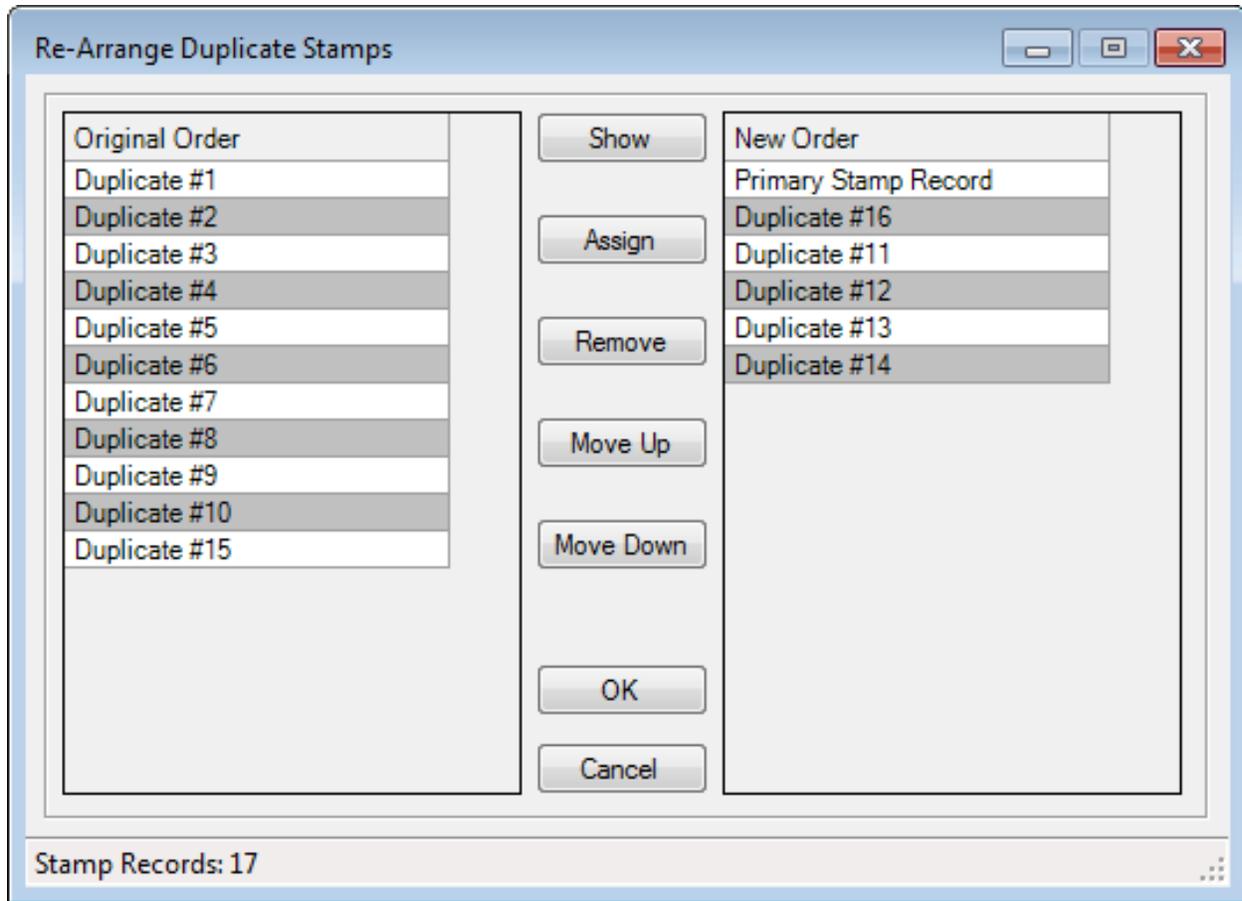
- Grade: MH-VG (Mint Hinged - Very Good)
- Supplied Value: \$18,561.02
- Stamps per Grade: [ ]
- Your Value: [ ]
- Quantity: 1
- Buy Date: 2010/2/23 [...]
- Sell Date: [ ] [...]
- Buy Price: 5100
- Sell Price: [ ]
- Comments: [ ]
- OK button
- Cancel button

All of the fields other than grade name and description can be changed. If Stamps per Grade is changed, the new value will override the pre-supplied value. If you leave it blank, the pre-supplied S.P.G. value is used.

## Re-Arranging Duplicate Stamp Records

When you duplicate a record in EzStamp, it's simply added to the end of the duplicate set for the Scott number. Hence, the last time you duplicate a stamp record will result in that duplication being at the end of the set.

For those who require a specific sort/display order for their duplicate stamp records, a re-arranging option has been added to the EzStamp Edit menu named **Re-Arrange Duplicate Stamps**.



### Before and After Lists

The left side is the original list of duplicate stamps, with the primary stamp record at the top. The right side list is the new arrangement, which will initially be empty.

You will create a new sort order by adding stamp records from the left side to the right side, until no more stamps appear in the left list.

To add stamps to the right side, select them in the left side list, and Right Click or use the **Assign** button.

To remove stamps from the right side and put them back (i.e. Undo), right click a selection in the right side list or use the **Remove** button.

Once you have stamps in the right list, use the **Move Up** or **Move Down** buttons to move a selection of stamps in the right side to the top or bottom. Hold down **Ctrl** to move them to the very top or bottom when clicking one of those 2 buttons.

### Previewing the Stamps

The dialog window doesn't contain meaningful information for what *Duplicate #4* is as an example. To view the selected stamp in either the left or right side list in the main EzStamp window, double click the entry in the list, or use the **Show** button.

### Changing the Primary Stamp Record

You can make the Primary Stamp Record a duplicate and make any duplicate the primary stamp record simply by ensuring the primary stamp record is not topmost in the right list. The topmost entry will become the new primary stamp record.

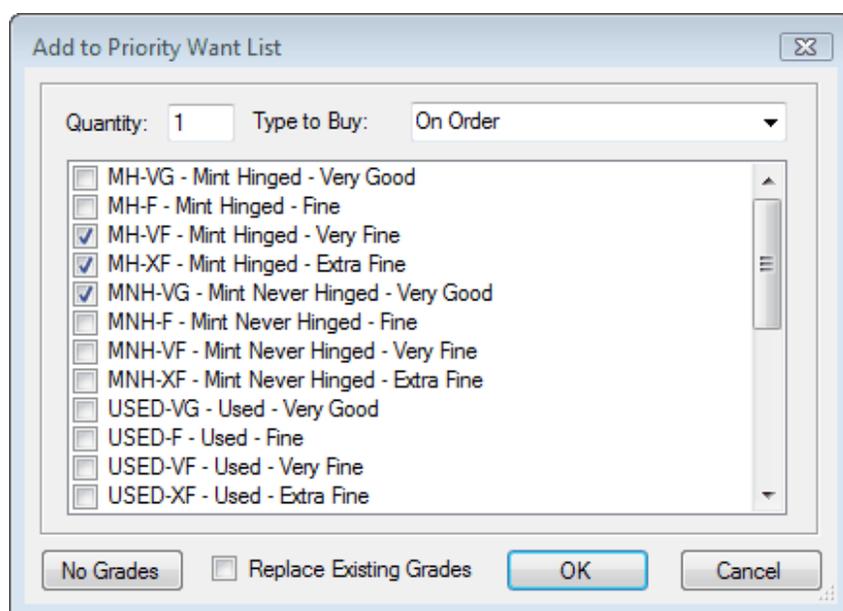
Click on **OK** to save the new sequence of duplicate records. There is no undo option here. If you made a mistake after saving, you will need to use the re-arrange option a second time to fix it.

## Priority Want and Sell Lists

Priority want and sell lists are used to identify grades which you would like to buy or sell. The PWL/PSL system is designed to work with grades; however you can add any Scott/Catalog number to the list even if you don't select a grade. In this case EzStamp will identify the PWL/PSL entry as "Any Grade", meaning you want to add the stamp to the list and don't care which grade.

### Adding Grades

To add specific grades to the PWL or PSL, select them in the grades data grid and click on either the shopping cart (PWL) or dollar (PSL) icons in the main toolbar. EzStamp provides quick PWL/PSL modes or the standard (default) interactive mode. For interactive mode, a dialog window will be displayed with options.



You can enter a Quantity and Type to Buy/Sell value for all selected grades. The checkbox list will reflect the current grade selection in the main EzStamp window. You can refine this selection by checking or un-checking any of the grades in the list. Use the **No Grades** button to clear the selection.

The **Replace Existing Grades** checkbox determines how any existing PWL/PSL entries are affected. If this option is checked, then any existing PWL/PSL entries are removed and replaced with only the new values in the checkbox list. If you leave this option unchecked, then the grades you check will be added to what is already present in the record.

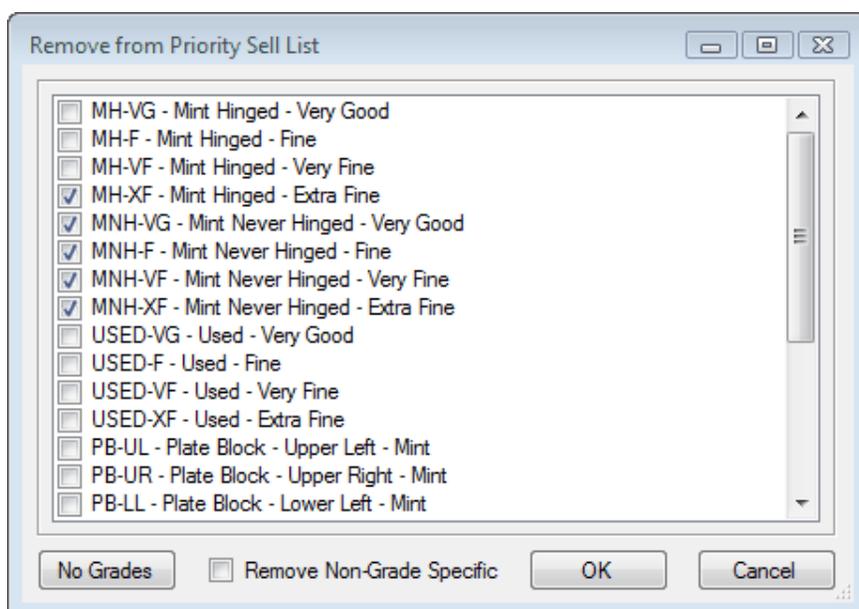
If no grades are selected, this will result in a PWL/PSL entry of "Any Grade".

The Type and Quantity values are applied to the selection. If you want to use different type or quantity values per grade in the PWL/PSL, you must add them one at a time, and ensure that the Replace Existing option is NOT checked.

Once the stamp record is in the PWL or PSL, the shopping cart/dollar icons in the toolbar will change from gray to green. Also, the status indicator icons in the grade data grid will change for any grade which is part of the PWL/PSL.

### Removing Grades and Clearing the List

To remove entries from the PWL/PSL, hold down CTRL while clicking on the shopping cart/dollar icon in the toolbar. The dialog window displayed allows for removal of one or more grades from the associated list.



The checkbox list will reflect the selection of grades in the main EzStamp window. Use the **No Grades** button to clear the checkbox list. The removal of entries is directly tied to the checkbox selections in the list. If you selected every grade, this removes all entries from the PWL/PSL, even if the grade wasn't originally part of the list.

The Remove Non-Grade Specific option is designed to allow removal of PWL/PSL entries which had NO grades in the list to begin with (i.e. the PWL/PSL entry for the stamp record is shown as "Any Grade"). This option, if checked, will ensure that a generic Any Grade PWL/PSL entry is properly removed from the list.

### PWL/PSL Auto-Save and Inventoried Status

An important thing to note about the PWL/PSL system is that records do not have to be inventoried to be part of either list. These lists are maintained separately from the inventoried record information. The blue checkmark icons are not used to save

PWL/PSL entries. Instead, when you click on the shopping cart/dollar icons to add a PWL/PSL entry, the information is automatically saved to the country file in the associated list.

### **PWL/PSL Quick Entry Modes**

A general preference option can be enabled for PWL/PSL quick entry. When enabled, you will no longer be provided any dialog window to enter a type, quantity or grade selection list. The selected grades will be added to the PWL/PSL using no type and quantity of 1. All existing entries for the stamp record will be replaced with the new selection. You can still use interactive mode to show the options dialog windows by holding down the SHIFT key when clicking the shopping cart/dollar icons in the toolbar.

The quick entry modes also apply to removing entries when CTRL clicking the icons (hold down CTRL + SHIFT to bring up the remove options dialog window if quick mode is enabled).

### **PWL/PSL Menu Options**

The Edit menu provides PWL/PSL submenu options to add, remove and clear entries. If quick entry mode is enabled, you will once again need to hold down the SHIFT key while selecting the menu item to display the add/remove dialog windows.

### **Adding PWL/PSL Entries from Data Grids**

You can add PWL and PSL tabs to the main EzStamp window as data grids for display and quick edit the list entries. The tabs can be enabled from the EzStamp general preferences. As with any of the data grids in the main window, you can right click on the grid for a context-sensitive popup menu with common options which are also available from the main menu, or double click the grid for quick edit mode.

### **Quick Edit Mode**

The Quick Edit option under the Edit menu contains submenu choices for using the spreadsheet editor for PWL/PSL entries. Refer to the help topic for FDC/PNC/PNB quick edit mode for more information.

### **Editing the Type List**

When you add new entries to PWL/PSL, you can choose the type to buy/sell from a dropdown list of pre-supplied values. However, you can also type new custom text strings in the dropdown edit field and your custom types will be added to the existing list. A list editor is available for PWL/PSL types from the **List Editor** option under the **Utility** menu.

## Quick Edit for FDC, PNC, and PNB Data

FDC Cachet, PNC, and PNB data for a stamp record use a slightly different version of the spreadsheet editor, which is accessible from the **Quick Edit** submenu under the **Edit** menu, or by double/right clicking the data grid.

The quick editor for grade information presents all available grades for the current country as a fixed number of data rows in the editor window. You can't add or remove records from this grid.

The other data types allow for record additions and removals, including editing and removing records which are pre-supplied by SoftPro (FDC Cachet records are not currently pre-supplied). The editor window looks similar to the grade editor, with some changes to the toolbar, which are summarized in the table below.

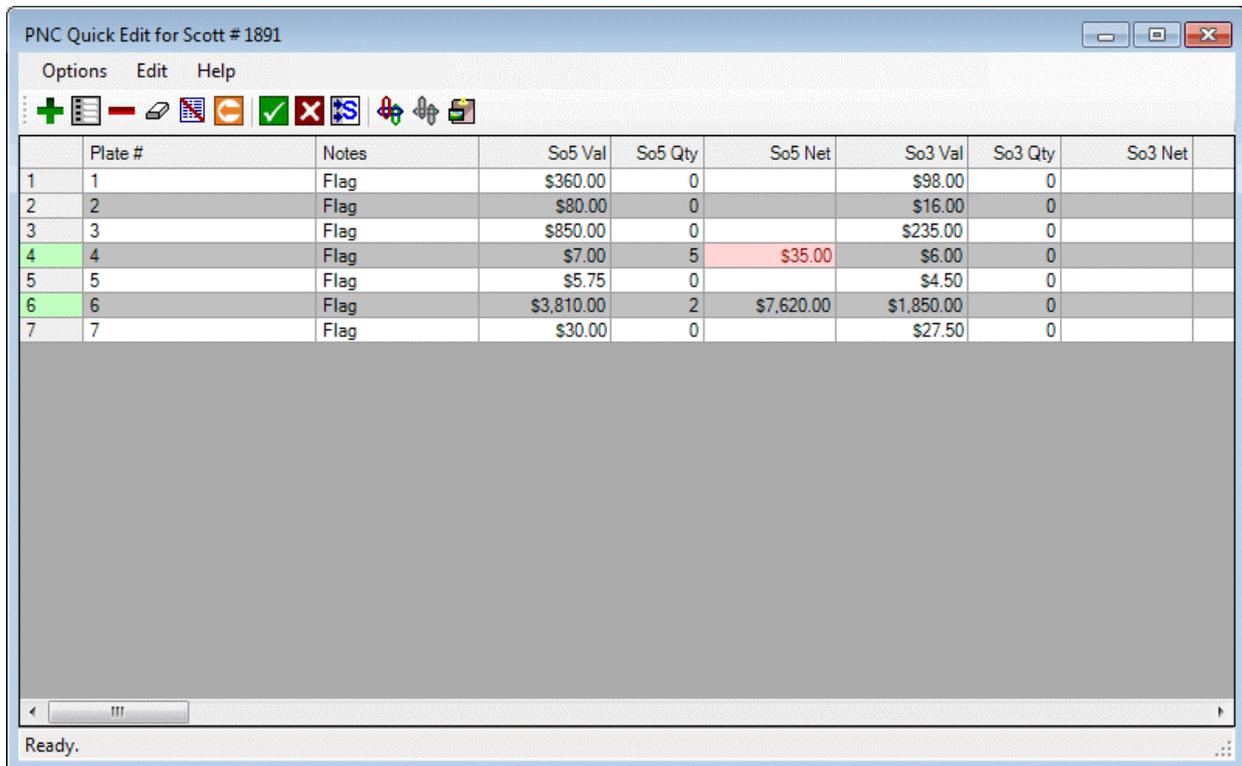


	Plate #	Notes	So5 Val	So5 Qty	So5 Net	So3 Val	So3 Qty	So3 Net
1	1	Flag	\$360.00	0		\$98.00	0	
2	2	Flag	\$80.00	0		\$16.00	0	
3	3	Flag	\$850.00	0		\$235.00	0	
4	4	Flag	\$7.00	5	\$35.00	\$6.00	0	
5	5	Flag	\$5.75	0		\$4.50	0	
6	6	Flag	\$3,810.00	2	\$7,620.00	\$1,850.00	0	
7	7	Flag	\$30.00	0		\$27.50	0	

The quick edit window works like a typical spreadsheet editor. Select a cell and press F2 to start editing the cell, or simply start typing some text. Use ENTER to commit your cell changes (or click on a different cell), or ESC to cancel the edit.

For PNC and PNB data, pre-supplied plate numbers may be provided for some Scott numbers. To distinguish which plate numbers are currently in your inventory, the record number tab to the left of each data row in the grid will be color coded in green to indicate that the plate number is in your inventory. In addition, the record count to the right of the tab label in the main EzStamp window will show the

inventoried and total plate number count in parenthesis. For example, the above screen shows 2 inventoried and 5 pre-supplied plate numbers, this will show in the main EzStamp window tab label as **PNC (2:7)**.

The toolbar contains several options as summarized below.

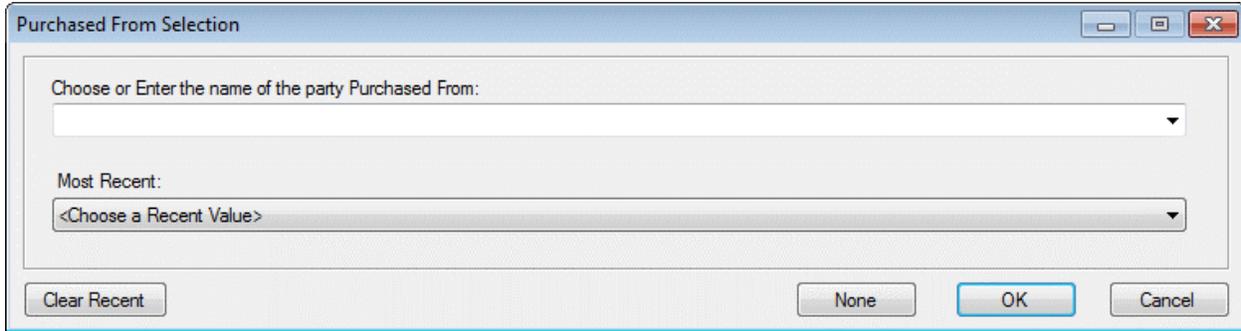


1.	Add a new blank FDC/Plate number.
2.	Remove the selected row.
3.	Clear the selected row.
4.	Clear all data on the grid.
5.	Undo all changes since you started the edit session.
6.	Save changes to the stamp record. By default, EzStamp will not save changes to the country file until you click the blue checkmark icon from the main window. If you want to auto-commit changes to the country file directly from the quick edit window, a general preference option can be enabled for this. Note: You will not be allowed to save if any record is missing a plate or FDC number. All other fields are optional.
7.	Cancel all changes and exit the editor.
8.	Revert to pre-supplied values (PNC/PNB editors only). This option will give you two choices: remove all your custom plate numbers and undo all customizations of pre-supplied plate numbers (including adding back plate numbers which you removed), or restore the pre-supplied data but leave your custom plate number records as is. EzStamp maintains a read-only copy of all pre-supplied PNC/PNB plate numbers to allow for a full restore.
9.	Link an image to the selected plate/FDC number. See below for more details on image links.
10.	Remove the image link for the current plate/FDC number.
11.	Paste an image link for the current plate/FDC number from the Windows clipboard.

### Choosing from a List

For values which can be obtained from a list of pre-existing values, such as FDC Makers, or for Dates which can use a Date Picker rather than typing in a date by

hand, an extra icon  will appear, or you can press F4, when the cell highlighted represents a value for which a popup pick dialog will appear.



You can enter a new value directly, choose from the dropdown list, or pick a recent value from the recent values dropdown list.

Use the **None** button to choose to erase the current value from the record.

Use **Clear Recent** to remove the recent value history from the dropdown list.

### Duplicating a Row

Select any row and choose the **Duplicate** (F5) option from the **Edit** menu to create a new row with the exact same field information.

### Setting Date Field Values

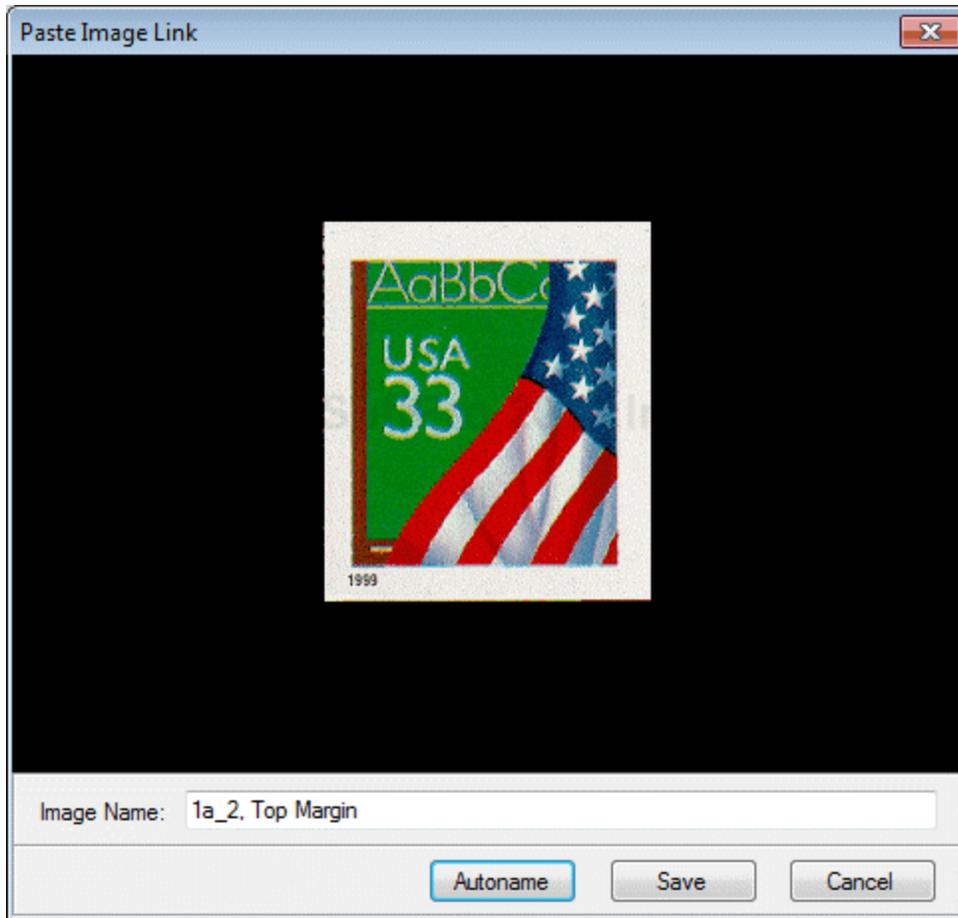
Any Buy/Sell date fields can be changed by entering a date string directly, but you must use the proper date format, which can be one of 3 types:

- The date display (output) format (defined in the EzStamp general preferences).
- The date input format (also defined in general preferences).
- The date format as defined in the current regional settings of your Windows installation.

You can also use the **F3** and **F4** shortcut menu options to enter the current date or use the popup date picker window to set a date using the standard Windows calendar widget.

### Pasting and Linking Images

Each FDC or plate number can have an image associated with it. EzStamp provides reports and secondary windows to view these images (they can't appear on printed reports however). Pasting an image will take any valid image file format currently in the Windows clipboard and allow you to save it to a predefined location in the EzStamp application folder.



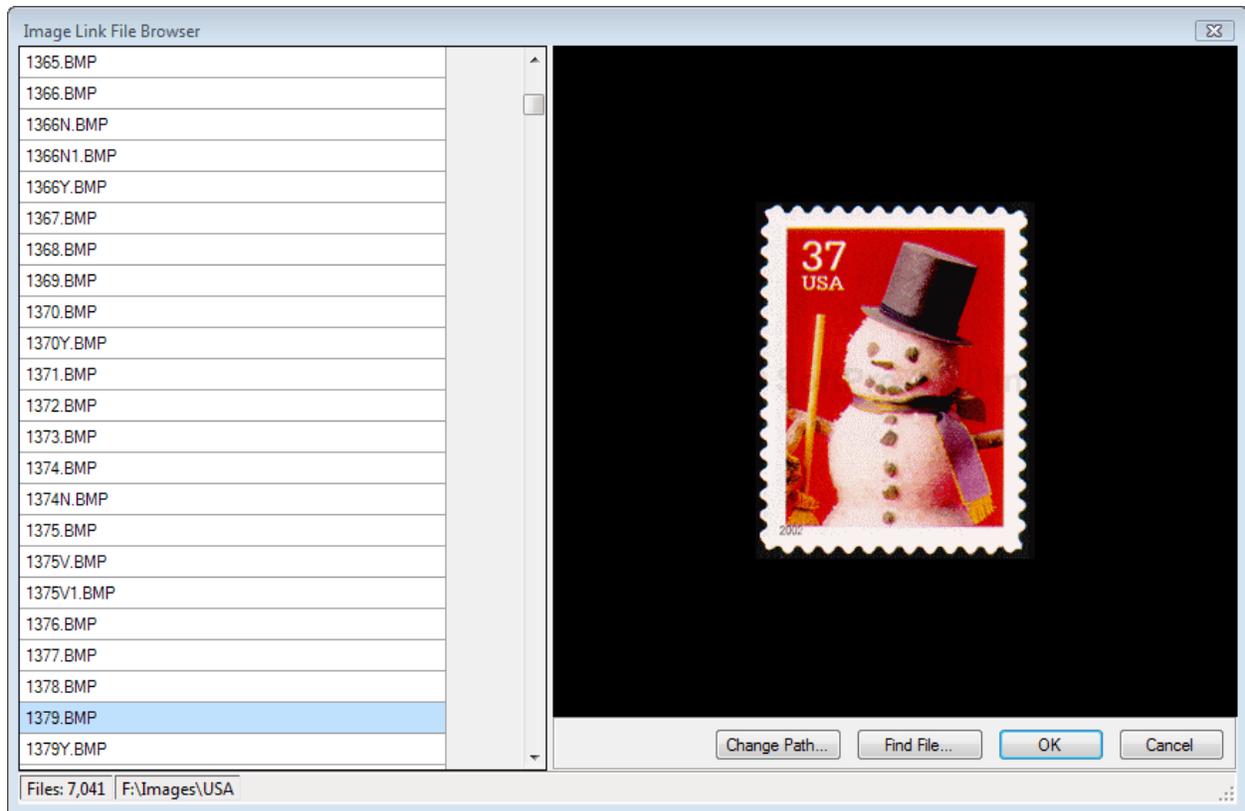
Click the **Autoname** button to set the image link name to the Scott/Catalog number + underscore + plate/FDC number for you. Note that if your plate or FDC number contains invalid characters for a file name, you will need to change the name accordingly.

The file format is based on the EzStamp Preferences setting, which can be bitmap (BMP), TIFF (TIF) or JPEG (JPG).

Image link files are stored in a predefined folder which you can't change:

- FDC Images: Images\<<Country Name>\UFDC
- PNC Images: Images\<<Country Name>\UPNC
- PNB Images: Images\<<Country Name>\UPNB

Image linking allows you to select an existing image and attach it to the FDC/plate number. The image file can be located anywhere, however EzStamp will always make a copy of it and store it in the folder location as shown above.



This image link window provides a convenient explorer type browser to locate image files. The current path is shown in the status bar at the bottom, along with the total number of image files found (file types allowed in EzStamp are TIFF, JPEG, BMP, PNG, and GIF). The current path is always retained when you close the browser window.

Use the **Change Path** button to find another folder with images. Use the **Find File** button to open the Windows file browser dialog window. If you choose an image using the latter method, the file's folder will be chosen as the new browse path and the selected file will be highlighted in the list.

Click **OK** to link the image to the plate/FDC number.

### FDC Makers and PWL/PSL Types

Quick editors for these 3 types of data provide a drop down list of choices within the data grid cells. You can't edit the fields directly by simply typing some text into the cell. Once you click the cell for an FDC Maker, PWL Type to Buy, or PSL Type to Sell value, a drop down list appears at the cell click point. If you need to add a new custom entry to the list, choose the Add New option from the Edit menu, at which point you will be prompted to enter a new FDC maker/PWL/PSL type. This will then be added to the current list the next time you activate the drop down in the cell.

## Single Record Edit for FDC, PNC, and PNB Data

If you select a single record within any of the 4 primary data grids (Grades, FDC, PNB, PNC) in the main EzStamp window, you can edit that specific record using the Single/Edit Selected option, which is available as the first menu option under **Quick Edit** in the **Edit** Menu, or by right clicking within the data grid and choosing **Edit Selected** from the popup menu. Each edit window is unique to the type of data you selected. An example, the PNC single record edit window is shown below. While you are in the Quick Edit Window, you can **Ctrl+Click** on **Add** in the **Edit Menu** to view and edit all the fields using the Edit windows for FDC, PNC & PNB Data records.

The screenshot shows the 'Edit PNC Data for 4' window. It features a title bar with standard window controls. The main area is divided into several sections:

- Plate No.:** 4
- Notes:** Flag
- Image Link:** (empty)
- Location:** (dropdown menu)
- Strip of 1:**
  - Value: \$88.00
  - Quantity: (input field)
  - Buy Date: (input field with calendar icon)
  - Sell Date: (input field with calendar icon)
  - Buy Price: (input field)
  - Sell Price: (input field)
  - Buy From: (dropdown menu)
  - Sold To: (dropdown menu)
- Strip of 3:**
  - Value: \$107.00
  - Quantity: (input field)
  - Buy Date: (input field with calendar icon)
  - Sell Date: (input field with calendar icon)
  - Buy Price: (input field)
  - Sell Price: (input field)
  - Buy From: (dropdown menu)
  - Sold To: (dropdown menu)
- Strip of 5:**
  - Value: \$111.00
  - Quantity: (input field)
  - Buy Date: (input field with calendar icon)
  - Sell Date: (input field with calendar icon)
  - Buy Price: (input field)
  - Sell Price: (input field)
  - Buy From: (dropdown menu)
  - Sold To: (dropdown menu)
- Comments:** (text area)

On the right side, there is a large black image preview area. Below it are three buttons: 'Link Image', 'C' (clear), and 'Paste Image'. At the bottom right, there are 'OK' and 'Cancel' buttons.

All of the edit windows except for grades will have an image preview for the image link field, and 3 buttons for linking new images, clearing the existing image (the "C" button) and pasting an image from the Windows clipboard.

### **Vertical Viewer and Record Editing**

For the same 4 data types which provide single record editing options, you can access the editor from within the vertical data view window by double clicking anywhere within the viewer window.

## Pricing Locks

Pricing locks are provided to prevent EzStamp supplied data updates from affecting current pre-supplied price values (Mint, Used, FDC, Mint Sheet, Plate Block and Line Pair prices). Once a record has its pricing locked, any supplied data updates you make will be prevented from changing the current price values. You can lock or unlock prices using any of the following methods:

- Click the padlock icon at the bottom of EzStamp window in the status bar. When the icon is grayed out, there is no price lock on the record. When the icon is green, a price lock is applied to this Scott/Catalog number.
- Choose the Lock Pricing option from the Edit menu to lock or unlock pricing. Use the Unlock All Pricing option to remove the locks from every record in the country file.
- Pricing locks are enabled through similar menu options in the report viewer. If you want to determine what records currently have price locks, run a Power Search in which the matching conditions are set to all inventoried records with *Price Lock = Yes*.

**Notes:** Price locks have no effect on custom countries or records which are custom varieties. In addition, price locks CANNOT be set for any pre-supplied record which is not part of your inventory.

## Rapid Multi Entry

Rapid Multi Entry (RME) has been carried over from previous versions of EzStamp, but has been enhanced with additional features. There are 2 different modes of RME: one for normal Scott type ranges based on existing data in the country file, and a second mode for custom ranges for brand new records.

## Existing Data RME Mode

This window works similar to the Advanced Field search in EzStamp. You will enter specific input conditions and use the Find button to create a match list of Scott/Catalog numbers. This list will be used to perform the RME within the report viewer.

Use the **Search In** drop down list to set the primary filtering of records based on inventoried status/record type.

Use the Types **to Show** drop down list to select a pre-defined range of Scott numbers, or enter a custom range in the From/To fields.

The **Cat ID Type** dropdown list allows you to perform RME using any of the Alternate Catalog numbering formats. When you choose a type other than Scott, the Types to Show option is no longer allowed – you must enter a custom range in the From and To fields.

The **Duplicates** drop down list filters the data by the duplicate record status. You can choose to include duplicates, exclude duplicates, or only perform RME against duplicate records.

Check **Main Numbers Only** to exclude any custom or sub-varieties.

Check the **Sort order** option use the report profile's sort order (default is Scott number on the *Default Rapid Multi Entry* profile). Un-check this option to use a custom sort order when displaying the RME search results in the report viewer.

The remaining input fields in the window allow for additional filtering. These values are combined matches. That is, if you place "1884" in the **Year Issued** and "red" in **Denomination and Color**, then stamp records for the RME must be year "1884" AND the text value "red" must be part of the denomination and color.

Choose a report profile if you want to preview the search results in the report viewer with a field list different than what is provided in the default profile. Keep in mind that the RME feature in EzStamp acts exactly like any other Search/Report.

Click on the **Find** button to start searching the country file for matching records. If any matches are found, you will be able to click on the **Begin RME** button. This will present the search results in the report viewer. In addition, the report viewer will detect that this an RME request, and will automatically do the following for you:

- Bookmark all records in the report viewer data grid.
- Run the Rapid Multi Entry option from the Edit menu in the report viewer.

You can cancel out of the RME dialog at this point and view/modify the results in the report viewer as needed, then choose the RME menu option once more.

Click on the **Custom Ranges** button to switch to the alternate RME mode.

### Custom Range RME Mode

The screenshot shows a dialog box titled "Rapid Multi Entry - Custom Scott Ranges". It features several input fields and buttons. The "Prefix" field contains "A" and the "From Number" field contains "20". The "Suffix" field is empty and the "To Number" field contains "33". There is a checkbox labeled "Include existing supplied & inventoried stamps in the rapid entry record list" which is currently unchecked. Below this are fields for "Date of Issue", "Year", "Denom. & Color", "Watermark", "Perforation", and "Notes", all of which are empty. To the right of the "Perforation" and "Notes" fields are buttons for "£", "1/4", "1/2", and "3/4". At the bottom, there is a "Report Profile" dropdown menu set to "Default Rapid Multi Entry". At the very bottom of the dialog are four buttons: "Existing Data...", "Reset", "Begin RME", and "Cancel".

This mode is for new custom Scott/Catalog ranges. The Scott formatting rules requires at a minimum a numeric range in the From and To Number fields. The prefix and suffix can be used to attach alpha strings before or after the numbers.

For example, a prefix of “A” with a range from 20 to 33 as shown above will create 14 new records (if not already present) with the sequence A20, A21, A22...

Check the **Include existing supplied & inventoried** option to count any records which already exist which match the Scott number range being created. For example, using the above sample range, if A21 was already in your inventory and the option is NOT checked, it will automatically be excluded from RME.

The remaining text fields are used to enter the same data for every Scott/Catalog number in the range. Unlike the existing data RME mode, the text fields used in the custom range window are used to populate the custom records created, rather than being used as search filters.

Click on the **Existing Data** button to switch to the alternate RME mode.

### Prefix and Suffix Requirements

- The prefix value can't start with a digit, but it can contain fixed digits in any other position in the value.
- The suffix value can't end with a digit, but it can contain fixed digits in any other position in the value.
- The combination of the prefix, number range, and suffix must pass the Scott formatting rules. Alternate Catalog ID numbering formats can't be used with the Custom Range mode of RME.

Numeric ranges, prefix, and suffix lengths are restricted to a maximum of 5 characters each. Technically, you can use a numeric range from 0 to 99999 (100,000 records), but it's recommended you avoid creating such large ranges to keep the country files from growing too large.

### Quick Duplicate

EzStamp provides a method to quickly make copies of inventoried stamp records, using an interactive dialog based on the Rapid Multi Entry (RME) system. This option is available under the **Edit** menu as **Quick Duplicate**.

Refer to the RME help topic for details on the grade and stamp details attribute options in this window. There are a few notable differences between RME and Quick Duplicate:

- The current stamp displayed in the main EzStamp window is always the source for the duplication.
- The duplicate is done exactly one time when you click on the Duplicate button. The dialog will remain open until you click on Exit, *unless* you don't have an active navigation list. In this case, the window will close after the duplication.
- Any existing inventoried information will be discarded in the copy, and will be replaced by the information contained in the window above. As such, quick duplicate has no provision to *add* to the existing data, which RME does provide.
- Pre-supplied stamp records which have not been added to your inventory will not be duplicated, unless the auto inventory option is enabled.

### Duplication by Navigation List

Quick Duplicate is designed to work efficiently using the active navigation list. Use any search or report to create a navigation list and then run the quick duplicate option. When you do this, the QD window will display violet arrow buttons, which mimic the behavior of the main toolbar buttons, allowing you to step back and forth between stamp records in the navigation list.

In addition the Auto Step checkbox will be enabled. When you check this option, a click on the Duplicate button will advance automatically to the next stamp record in the navigation list – the main window will refresh automatically with the new record.

### **Auto Inventory Mode**

This checkbox option acts as a safety feature, preventing you from accidentally adding a non-inventoried pre-supplied record. With this option enabled, any non-inventoried stamp record will be inventoried (only 1 copy will exist after this). The **Duplicate** button will change to **Inventory** in these cases.

### **Automatic Settings**

When you close the quick duplicate window, all settings are saved and restored exactly as before the next time you run this option. Use the **Clear** and **Clear All** buttons to reset these settings.

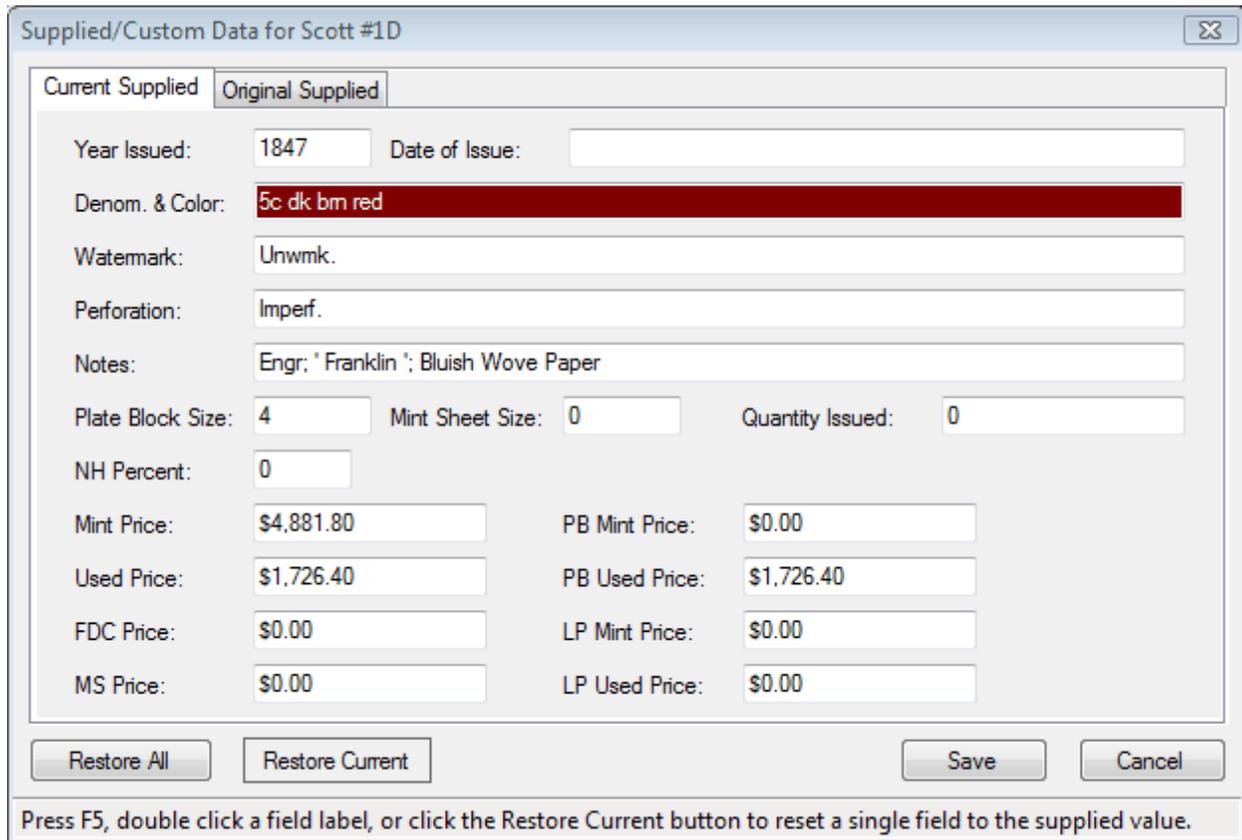
### **Copy and Paste for FDC, PNC and PNB Data**

You can copy information in the 3 data grids for FDC Cachet, PNB or PNC data from one record to another. The copy mode is based on an EzStamp general preference. This preference option will dictate if all FDC/PNC/PNB data rows are copied, or just the selected rows in the data grid.

There are separate options for copy and paste under the Edit menu. If you intend to make frequent use of these menu options, you can attach custom shortcut keys to the menu items, or add them to the custom shortcut buttons window.

## Editing Based on Pre-Supplied Data Differences

The **Supplied Data/Differences** option under the **Edit** menu provides quick method to preview, modify and compare all fields for a stamp record which can be pre-supplied by SoftPro. Even if the record has no pre-supplied data, you can still use this option to view all the pre-supplied fields at a glance (in which case these fields are all customized values).



Supplied/Custom Data for Scott #1D

Current Supplied Original Supplied

Year Issued: 1847 Date of Issue:

Denom. & Color: 5c dk bm red

Watemark: Unwmk.

Perforation: Imperf.

Notes: Engr: 'Franklin'; Bluish Wove Paper

Plate Block Size: 4 Mint Sheet Size: 0 Quantity Issued: 0

NH Percent: 0

Mint Price: \$4,881.80 PB Mint Price: \$0.00

Used Price: \$1,726.40 PB Used Price: \$1,726.40

FDC Price: \$0.00 LP Mint Price: \$0.00

MS Price: \$0.00 LP Used Price: \$0.00

Restore All Restore Current Save Cancel

Press F5, double click a field label, or click the Restore Current button to reset a single field to the supplied value.

When editing pre-supplied fields in the main EzStamp window, you may notice the background and foreground colors of the fields may change. This indicates that you have modified a field to have a different value then what has been pre-supplied by SoftPro.

This dialog window shows the same color coding on any field where you have changed the value from a pre-supplied version. This can also be reflected in any supplied data updates when you have elected NOT to apply the changes.

When pre-supplied information is available, this window will contain 2 tabs, one for current supplied, which is the values as they are inventoried, and the second tab for the original pre-supplied values. EzStamp always maintains a read-only copy of the pre-supplied information in every country file. You may alter the inventoried

copy as much as you need to, but the read-only version is only changed when applying supplied data updates.

Use the **Restore Current** button to reset a value for any field which the I-beam edit cursor is currently positioned in. You can also double click any field label to reset the value, or click on the **Restore All** button to change all fields to their pre-supplied values.

Click on **Save** to apply the changes. This will not save the stamp record changes to the country file – you still need to click on the blue checkmark icon to commit the changes.

## Image Links

Each stamp record can have up to 5 images associated with it. The first image is defined as the primary or main image, and by default this is the image that is displayed in the main EzStamp window. It is also the primary image for pre-supplied data.

You can link up to 4 more images for each record. These are named images 2, 3 and 4, plus an FDC image. *Note that for PNB, PNC and FDC Cachet data, separate image link options are provided, but they are not tied to the main EzStamp application window's image preview area.*

Each image is referenced as a link, which is the file name, with or without the file extension. If you don't provide a file extension for a link, EzStamp will try all of the valid extensions in the following order:

1. Bitmap Files: .bmp
2. JPEG Files: .jpg, .jpeg or .jpe
3. TIFF Files: .tif, .tiff
4. GIF Files: .gif
5. PNG Files: .png

Image links do not have a path name component. For example, D:\MyImages\myimage.bmp is not a valid link. How images are located by EzStamp is based on the following search precedence:

1. \*EzStamp Application Path (Under the Images\Country folder)
2. \*Alternate Image Path (Under the Country folder)
3. Hard Disk Image Copy Path (Under the Country folder)
4. CD/DVD Installation Path (Under the EzStamp folder)

The country folder is always the parent for all image files. For example, if you have an image named 1.bmp for the United States and have installed EzStamp to C:\SoftPro2010\EzStamp8, the image would be in:

C:\SoftPro2010\EzStamp8\Images\USA\1.bmp

### Swapping Image Search Priority

The first 2 items in the search precedence list can be swapper so that the alternate image path has priority over the application installation path. This is done in the Images tab of EzStamp Preferences.

### Special Image Subfolders

You have the option to store all image files in single folder (for images 1-4 and the FDC image), or you can split them off to separate subfolders. These subfolder names are 2, 3, 4, and FDC. The USA folder structure would appear as follows:

- Images\USA Primary image link (Image 1)
- Images\USA\2 Second image
- Images\USA\3 Third image
- Images\USA\4 Fourth image
- Images\USA\FDC FDC image (FDC images always are located here)

Special folders can also exist for the FDC Cachet, PNC and PNB record images, under the subfolders UFDC, UPNC and UPNB respectively.

You have the option to add or modify image links for stamp records and provide your own custom link references. Use the image link icon in the toolbar or right click the image area in the main EzStamp window to display the image link editor.



The left image is the pre-supplied image from SoftPro. If the record is a custom variety, or you have are working with a custom country file, or no pre-supplied image exists, this image area will be blank.

The right image is the current custom image link. You can't alter or remove a pre-supplied image link, but you can modify your image link at any time.

### Reserved Image Link Names

For any country with pre-supplied images from SoftPro, image link names are considered reserved, to preserve data update processes from SoftPro when pre-supplied images are revised and updated. As such, when you attempt to use a reserved image link name, EzStamp will prefix the name with the text "MY\_" as a hint to ensure you choose an appropriate image link that doesn't conflict with a pre-supplied name.

The 5 radio buttons below the images are used to select one of the 5 possible image links for the current stamp record. A color coded ball icon is shown to the left of each radio button, which can be one of 4 possible colors:

Gray:            There is no supplied or custom image link.

- Red: Only the supplied image link is present.
- Green: Only the custom image link is present.
- Blue: Both supplied and custom image links are present.

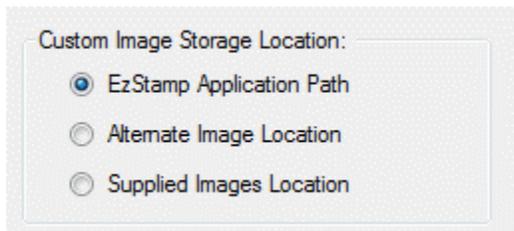
Below the radio buttons is the current width and height of the stamp image in millimeters. Image dimensions are used specifically for exporting data to AlbumGen. The dimensions you can enter can be in inches (suffix in), millimeters (suffix mm), centimeters (suffix cm), or points (suffix pt). For example, “1 in” will be converted to 25.4 mm by EzStamp after you key in the value. The dimensions are always save in millimeters to match the AlbumGen units of measurement.

### Setting the Image Location

Aside from the CD/DVD location for supplied images (which can’t be used as a link path), you can have up to 3 locations where a custom image can be saved, which can be found in the dropdown list.

- The EzStamp installation path, under the Images folder.
- An alternate image path which you can define in the general preferences.
- The image copy path for pre-supplied images, which is defined when you use the image copy utility.

This information is saved in the EzStamp general preferences under the Images tab by choosing from 1 of 3 locations:

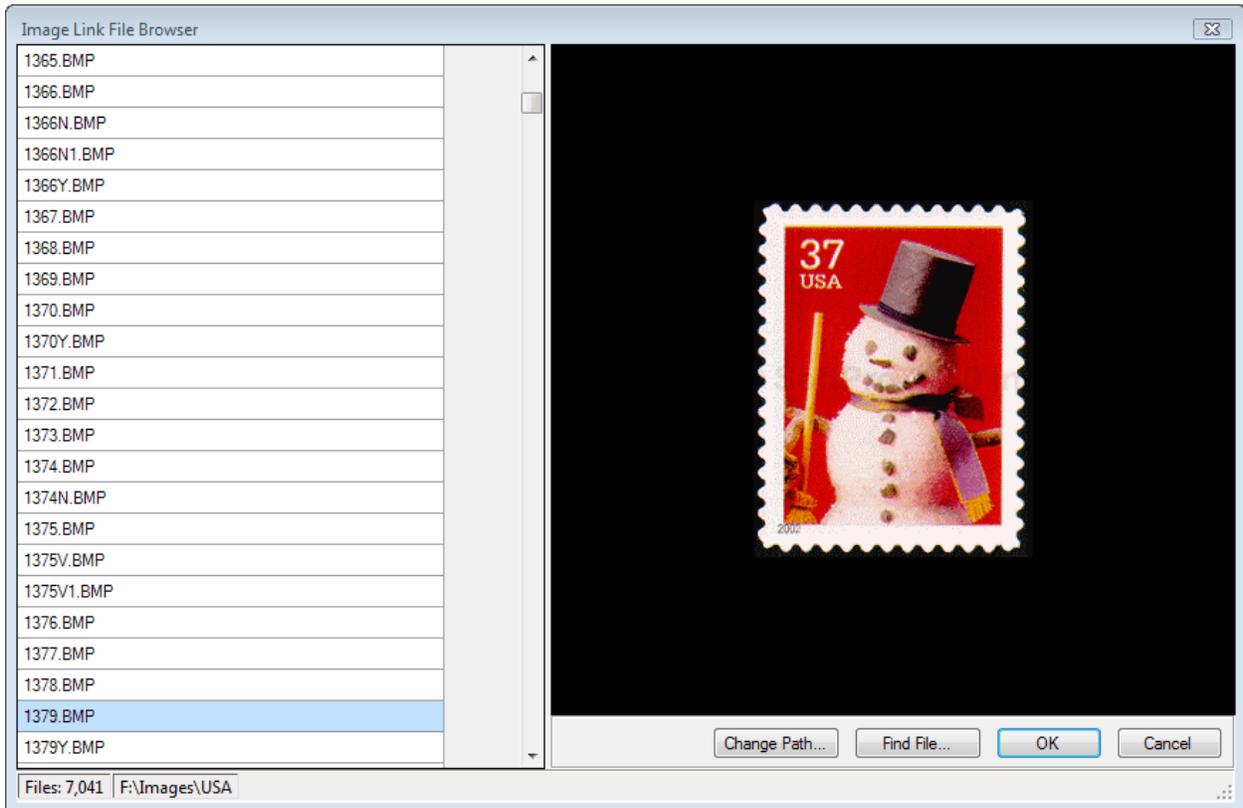


You can only choose one location for storing *new* custom images, even though EzStamp will search 4 different locations for an image. This is done to keep your custom images in one area for easier management of your files. Note that this location is also use for image restorations from archival backups. If you back up images from the EzStamp application path, then switch to the alternate image location, restoration from backup will transfer images restored to the new location.

### Browsing for an Image

Click on the **Browse** button to display the image file browser. You can set a browsing path to any location which is not the expected target path. In this case, EzStamp will physically copy the file from the browse path to the proper location for you. You can also copy image files directly to the correct path outside of the

EzStamp application, and the Browse option by default will be looking at the correct path, avoiding the need to browse to a new location for images.



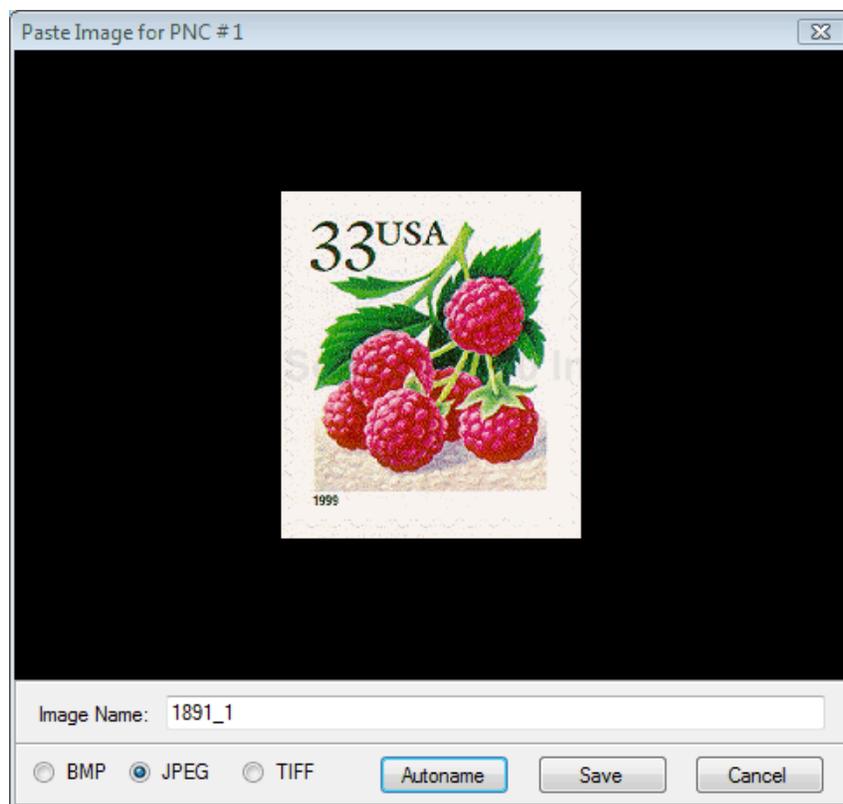
Notice the browse path in the status bar at the bottom of the image link window. If you browsed to a new location, the browse path will point to that location until you change to a different browse folder.

### Changing Subfolder Settings for Alternate Images

If you change the general preferences option to enable subfolders (i.e. subfolders 2, 3 and 4 for the 2<sup>nd</sup> to 4<sup>th</sup> image links), you will find that your images will no longer be displayed. You must manually move them to the correct subfolder. This is why it's important to set the storage type one time, and stay with that setting, or your images will end up in the wrong location.

### Pasting an Image from the Clipboard

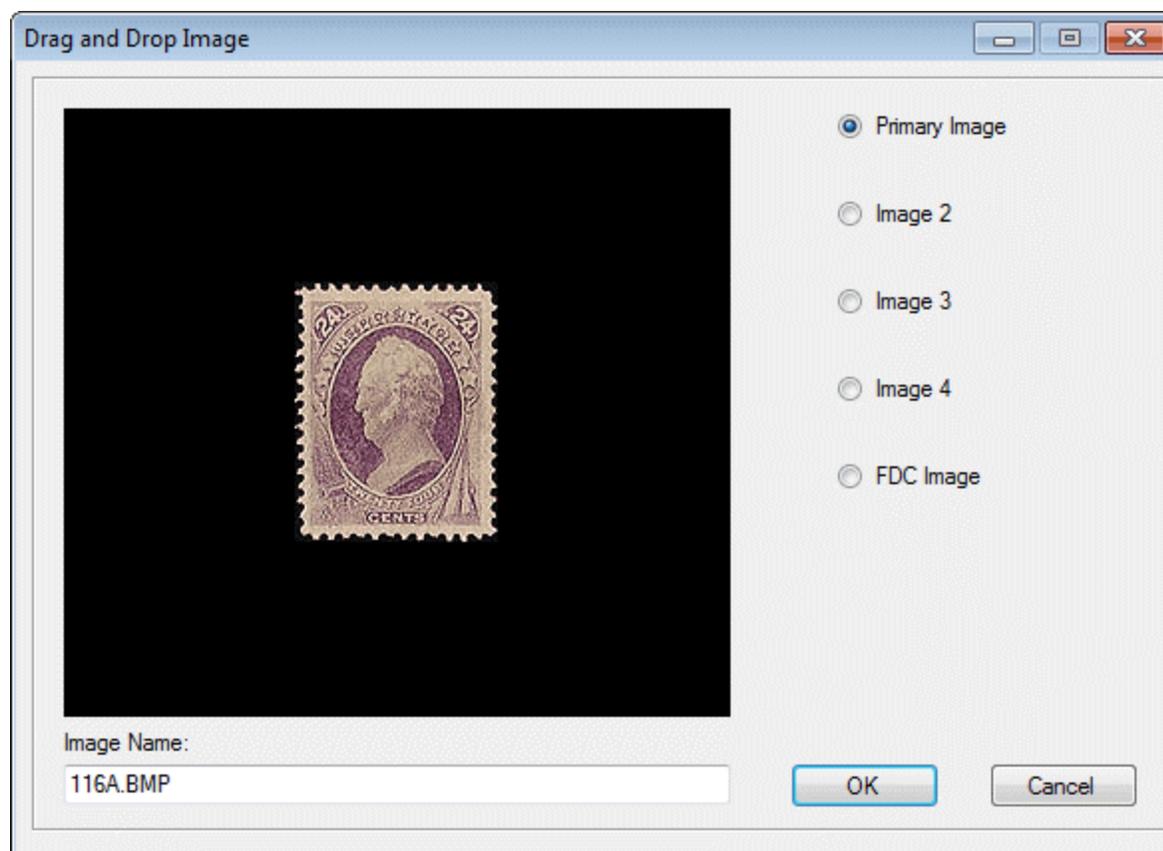
If you have a valid image in the Windows clipboard, you can click the Paste button to place the image into the link window.



You will have to provide a valid file name for this image. It will be saved using the format type defined for image link pasting in the EzStamp general preferences (BMP, TIFF, or JPEG).

### **Drag and Drop Images**

You can drag an image file from another application (such as the Windows File Explorer) to the image area in the image links edit window (or various other image windows in EzStamp) to link the file.



When you drop an image for PNB, PNC or FDC Cachet data, you will not see the above dialog window. This window is for the primary stamp image. You will need to choose a name (taken from the drop source) and designate the image as either the primary image or one of the 4 alternate choices.

### Manual File Name Entry and Refresh

You can manually key any file name (with or without extension) in the image name field and then click the Refresh button to find the image file and display it.

### Clearing Image Links

Click on the Clear button to remove a custom image link. If you hold down CTRL while clicking, all 5 image links are erased at one time. **Note:** You are not permitted to clear supplied image links. EzStamp ensures that your custom image link has higher priority than a pre-supplied link. Once you remove a custom link, the original pre-supplied image will be used instead.

### Pre-Supplied Refresh and Duplicate Stamps

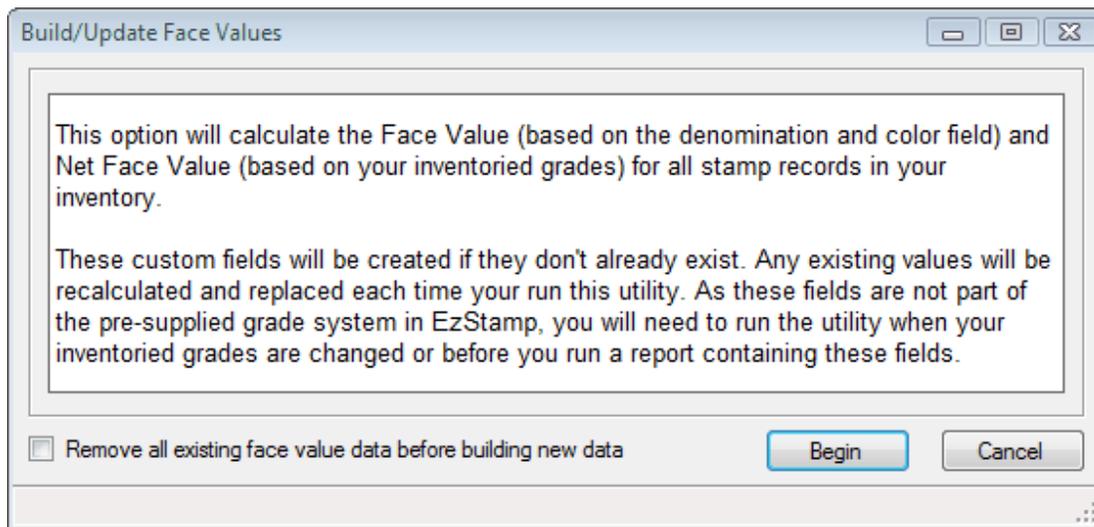
If you have a duplicate stamp record, EzStamp will disconnect pre-supplied stamp information from the record. It will copy the pre-supplied information over before creating the duplicate copy, but thereafter the duplicate image will no longer be subject to pre-supplied data updates from SoftPro. For this reason, an option to

refresh a pre-supplied image link for duplicate stamps has been added. This button is named **Pre-Supp** and will only appear for duplicate stamp records. Click this button and pre-supplied image links will be applied to any image where a custom link is not already assigned.

## Building Face Value Data from Denomination and Color

EzStamp 8 was designed to be backwards compatible with previous versions with regards to the pre-supplied stamp information. As such, the denomination of a stamp record is bundled together with the color attribute.

If you need search and report capabilities to value your inventoried grades based on the original face value of the stamp, a special utility is available from the **Extras** menu named **Build/Update Face Value Fields**.



Since there is no specific denomination field for the current (and previous versions) of EzStamp, this utility will generate the face value of the denomination as a new Custom Field named **EZFaceValue**. Along with this, a field named **EZNetFaceValue** will be created which will contain the stamp quantity \* face value. The stamp quantity is the total sum of (Grade Quantity \* Stamps per Grade) of all inventoried grades for the stamp.

For example, if the Denomination and Color value is \$10.75 multi (Type II), and you have a 3 PB-UL items with a S.P.G value of 4, along with 2 MH-VF with a S.P.G. value of 1, then the total stamp quantity is  $3 * 4 + 2 * 1 = 14$ , multiplied by 10.75 to give you a Net Face Value of \$150.50.

You are free to use the Custom Fields editor to change the configuration of each of these 2 fields, except for the following: If you change the data type or the field

name, you will no longer be able to use this utility. You can delete the custom fields at any time, and if you do, the utility will re-create the fields as they should be. If the fields already exist in the proper data type, they will be left as is.

### **Important Notes and Limitations**

- The denomination is expected to be the first word in the Denomination and Color field.
- The rules for determining the face value are very strict and highly dependent on the format of existing pre-supplied data values. If you create custom denomination/color values in other formats, the utility may not be able to determine the face value. In this case, nothing will be assigned to the stamp record.
- Face values are not related to your currency conversion rates. If the face value is 50 cents, then this is the value used to determine the net face value.
- Face values are stored as text, whereas the net face value is stored as a currency. Keep this in mind, as the face value preserves the format directly from the denomination and color field. As such, the symbols \$, the suffix of "c", fractions, and decimal points are used to determine the net face value. Other currency symbols or notations for a denomination are not currently supported.
- Only country files based on Canada and United States are currently supported.
- Custom country files without pre-supplied data are not supported.

### **Removing Existing Field Data**

If you check the option next to the Begin button, then all field data for Face Value and Net Face Value is erased before the build starts. Since these are custom fields, you are free to alter their values at any time after performing a build. However, once you do build the values a second time, EzStamp will replace any field values that already exist, provided that they are in the proper format. This checkbox option is provided to allow you to preserve custom face values that are based on non-standard denomination and color formats. If you leave this unchecked, your custom face values are preserved.

### **When to Update Face Values**

As the net face values are not part of the EzStamp grade system, they are not automatically calculated when your stamp quantity (inventoried grades and their associated quantities) change. To have the most accurate face value information, run the build utility periodically, or just prior to running a report, to get accurate results.

### Report Profiles

You can attach these 2 fields to any custom report profile, or use the pre-supplied custom report **Net Face Value Report**. The fields are identified in the profile field list as a custom field data type. If you intend to make use of this report often, assign it to one of the custom report menu positions using any of your basic or advanced search/report types.

## Searches and Reports

Searches and reports in EzStamp are basically one in the same. They have been structured around two menus and divided in such a way as to retain the same organization as previous versions of EzStamp.

A search/report consists of 4 key features:

- An initial dialog window containing the input conditions to filter the stamp information to show only what you want from the country file.
- A report profile, which defines the fields which will appear in the report and the attributes for printing it.
- One or more fields on which the report will be sorted.
- The Report Viewer, which displays the results of the search using the report profile. The viewer contains many features for working with the report data; so many in fact that it has its own dedicated help section.

### Basic Field Level Search Window

Many of the searches and reports use 2 primary dialog windows, with only small differences for each report type. The basic field level search window provides a limited set of input conditions. An example screen is shown below.

Basic Inventory Report

Search In:   1: Show in Spread Sheet Viewer

Types to Show:   2: Show in Data Browser

Duplicates:   3: Show in Thumbnail Viewer

From Scott #:  To Scott #:   4: Save as a Navigation List

Report Profile:   5: Show in Main Window

Use the sort order in the report profile  Apply Grade Filtering  Main numbers only

Matches: 0

### Search In

This drop down list provides the initial search depth to filter the data. It can be one of the following (based on the type of report and country file. Some of these choices will not be available depending on the search being performed):

All Stamps	Unfiltered: every stamp record is included in the search. Additional input conditions will filter against the complete country file to refine the search.
Custom Varieties	Only custom varieties will be used in the search/report. Note that for a custom country file with no pre-supplied stamp data, all records are technically custom varieties.
Inventoried Data	Only records which have been saved to your inventory will be included. For custom country files, this is the same as custom varieties (every record is counted).
Modified Supplied Data	Any pre-supplied data, whether inventoried or not, is included.
All Customized Data	Any modified pre-supplied data, where you have altered one or more of the supplied stamp attributes (i.e. Denomination & Color), or any custom variety records are included.
Supplied Data	Any records based on pre-supplied data are included. Custom varieties are not. The records may or may not be inventoried.
Supplied (Not Inventoried)	Any records which are based on pre-supplied data, yet not inventoried, are included. This choice is handy to report on every pre-supplied stamp record which is not currently part of your inventory.

### Types to Show

This drop down list is carried forward from previous versions of EzStamp, which provides a choice of Scott number ranges to limit the scope of the search.

### Duplicates

Duplicate stamps are ones where you have created a copy of an existing stamp record number into a new record which uses the same Scott number. There is no limit to the number of duplicates you may have for a given Scott number, and each one will have its own set of attributes which can be maintained apart from others.

The drop down list allows you to filter the search based on one of 3 choices:

All Entries	Unfiltered: duplicate and normal stamp records are included.
Ignore Duplicates	The duplicate records will not be part of the search, only the primary records from which all the duplicates are derived from will be in the report.
Only Show Duplicates	Only duplicate stamp records are included. The primary record from which the duplicate is based on is not part of the report, or any records which have no duplicate entries.

### From/To Scott Range

When you choose a range from Types to Show, the **From** and **To** values will automatically be adjusted based on the chosen selection from the list. You can override these values by simply entering a custom type range into the two input fields. The values must conform to the 15 character ID notation used by EzStamp for a Scott number.

### Report Profile

Almost every search and report dialog window in EzStamp will require a Report Profile to be assigned. EzStamp comes with several "Default" stock profiles, which are based on the items under the **Search** and **Report** menus. These profiles will start with the word *Default* to indicate a stock pre-supplied profile.

Each search and report dialog will have a specific preset profile assigned to it. The drop down list can contain additional custom report profiles which you can create, or may be provided as additional custom profiles from SoftPro. Only one pre-supplied stock default profile will be available for each report/search type.

### Report Profile Sort Order

Each report profile contains sorting conditions on how to display the search results in the report viewer and on printed reports. The default for most reports is simply to show results in ascending Scott number order. You can check this option to override the sort order and specify a custom sort order. The **Sort Order** button will then become enabled.

### Apply Grade Filtering

This option is only applicable for reports where you are displaying individual grade values and quantities in the report and the profile is restricting which types of grades to show (i.e. Grades based on Mint Values only). When checked, the grades shown on the report will be filtered to only show the types which match the report itself (i.e. a Mint Details report will not show Used grade information). When unchecked, the report grade data is unfiltered and will show all grades defined in the report profile.

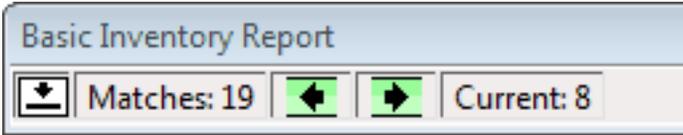
### Main Numbers Only

Check this option to filter the search results to not include any stamp record where the Scott number is not considered to be a Main Variety.

## How to Display Results for Searches and Reports

Most of the search/report dialog windows will contain up to 5 radio buttons which determine which display method will be used for the report data:

Spreadsheet Viewer	This report viewer window will show the stamp records in a spreadsheet type grid of rows (records) and columns (fields). This viewer contains a wealth of options to view and manipulate the stamp records directly from the viewer itself without the need to go back to the main EzStamp application window to edit or view the record data.
Data Browser	The data browser is a special high speed, read-only version of the spreadsheet viewer. This choice is similar to the report views in the previous versions of EzStamp. You can't manipulate the data in the report in any way; however, you have full sorting capabilities on every column of data due to its simple presentation format.
Thumbnail Viewer	The report results are displayed as a grid of images in the thumbnail viewer window. This viewer sits alongside the main EzStamp window and can be resized and dragged to any place on your screen. The number of rows and columns in the image grid can be changed easily using a general preferences option.
Navigation List	Navigation Lists contain all of the stamp records from the search results, without any report display capability. The list is a collection of Scott & Alternate Catalog ID numbers, which can be cycled from the main EzStamp window using the purple arrow buttons in the tool bar.

	<p>These lists can be used for more advanced tasks in EzStamp, such as combining multiple searches/reports into a new customized search result list, or in the creation of slideshow presentations.</p>
<p>Main Window</p>	<p>This option will display the results in the main EzStamp window, without leaving the search dialog window. When the results are shown, the bottom status bar of the search window will show a small white collapse icon, a record count, 2 navigation arrows and the current record position. When the dialog is collapsed, the search window will only occupy a tiny portion of your screen, allowing you to see the results in the main window easier.</p> <p>An example of this collapse search window is shown below:</p>  <p>Note that the main EzStamp window is not accessible even with the search window collapsed. Transfer the results to a navigation list instead if you need to be able to work in the main application window while viewing search results this way.</p>

### Reset, Find and Show

Most search and report dialog windows will contain 3 buttons with these names.

The **Reset** button will restore the input conditions in the search window to default values. EzStamp will normally keep track of all input conditions when you display the report data so that the next time you run the same search/report, the input conditions will be exactly as you left them.

The **Find** button will execute the search against the country file using all of the filtering choices you selected. If no matches are found, you will not be able to display the result data and the **Show** button will remain disabled.

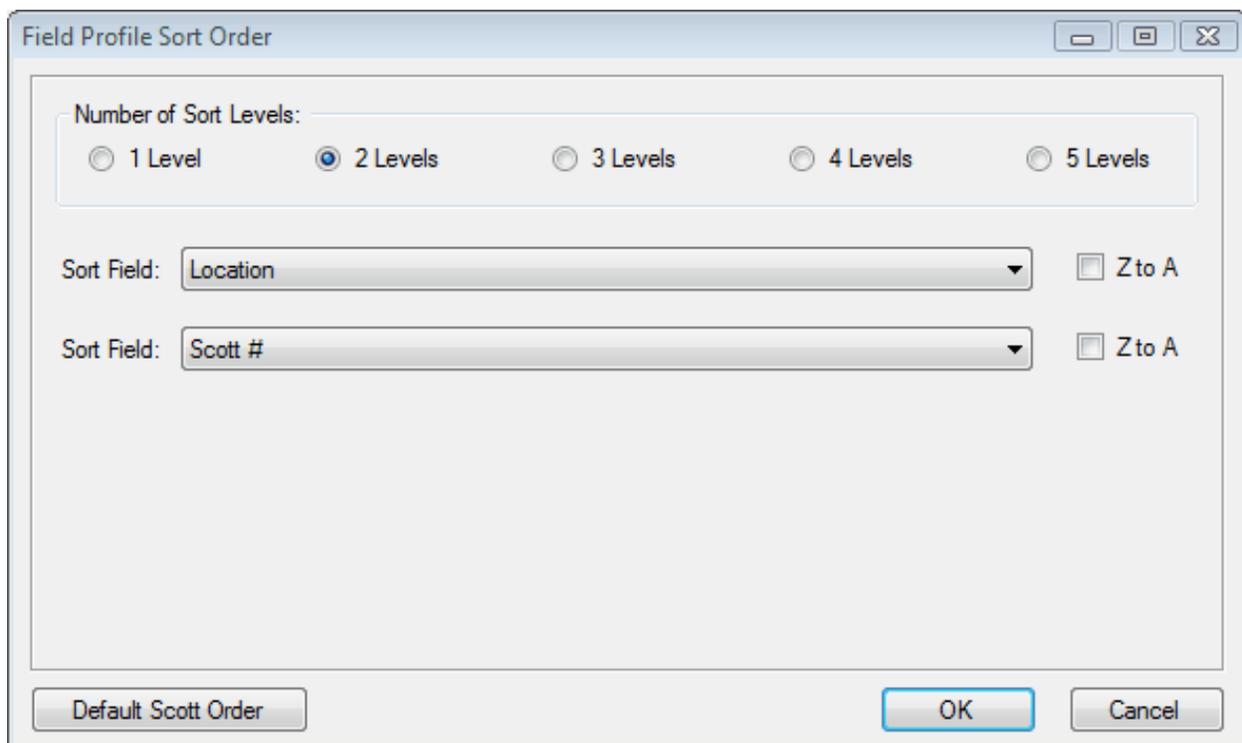
The **Show** button will display the search results using the choice you selected from the 5 available.

### Customized Sort Order

Every report profile contains its own sort conditions for displaying the results, and this is used no matter which display option you choose. If you need to change the display order, you can do so in one of two ways:

Edit the report profile and change its sort order. This requires you to use the Custom Report Profile Editor to change the sort conditions, which is not as quick and convenient if you want to temporarily show a report using a different ordering.

Check the sort profile override option and click on the **Sort Order** button. This will present the following dialog window:



The image shows a dialog window titled "Field Profile Sort Order". At the top, there are window control buttons (minimize, maximize, close). Below the title bar, there is a section labeled "Number of Sort Levels:" with five radio button options: "1 Level", "2 Levels" (which is selected), "3 Levels", "4 Levels", and "5 Levels". Below this, there are two rows of "Sort Field:" labels. The first row has a dropdown menu showing "Location" and a checkbox labeled "Z to A" which is unchecked. The second row has a dropdown menu showing "Scott #" and a checkbox labeled "Z to A" which is also unchecked. At the bottom of the dialog, there are three buttons: "Default Scott Order", "OK", and "Cancel".

You can sort the report data using up to 5 fields, each of which can be in ascending (A to Z) or descending (Z to A) order. Check option for Z to A on each field to reverse the sort order.

The sort field is limited to a specific set of primary stamp attributes and can be extended to use custom fields which you can attach to the stamp record. You can't choose attributes which are considered secondary data within EzStamp (Priority Want and Sell Lists, FDC Cachet Data, PNB or PNC data, and inventoried grades).

Secondary data has special sorting conditions contained within report profiles and can also be sorted on-the-fly using the Data Browser view option (but not the spreadsheet viewer).

### Advanced Field Level Search Window

You may have noticed a button named **Advanced** in the basic search dialog window. Clicking this button will switch the input condition window to one with a more comprehensive list of choices. This window will also contain a button named **Basic** which will switch you back to the normal basic input window.

All of the choices from the basic window are contained in the advanced version. Refer to the basic input window section for details on those parameters.

### Cat ID Type

This drop down list determines the From/To range values used to search the country data. Note that the Types to Show list is disabled when you choose any catalog ID type other than Scott. This is due to the fact that alternate catalog numbering systems can't use the pre-defined Scott type ranges.

### Supplied Stamp Details

The following text input fields are available for attributes which are considered as "pre-supplied" information:

- Date of Issue
- Denomination and Color
- Watermark
- Perforation
- Notes
- Year

For year values, you can enter a **From** and **To** value to match on a range of years, or just enter the From value to match a single year.

When entering a value, EzStamp will consider the match to be valid based on the text you entered, and it will not be case-sensitive. For example, if you put *red* into **Denom. & Color**, the text will match on *5c red org*, *3c dull red (Type I)*, and *5c brt red brn*.

### Inventory Details

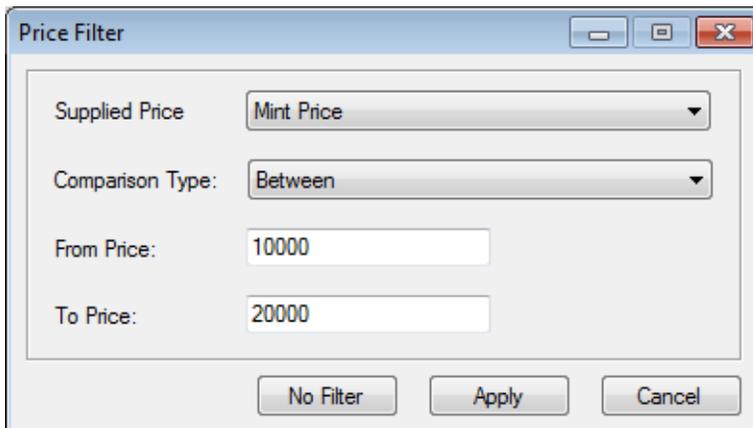
The following text input fields are available for attributes which are not part of the pre-supplied information:

- Location
- Cross Reference
- Category

**Note:** Custom fields are available in a special search type (*Inventory Details, User Custom Fields*).

### Price Filters

Below the Category drop down list is a button named **Price Filter**. When you click on this button, you will be provided a small dialog window used to restrict the report results based on one of the stamp price values (Mint, Used, FDC, etc.).



This price filter will take precedence over all records returned from the other search attributes and exclude any records which don't meet the conditions of the price

filter. This feature does not support filters on multiple price values (i.e. Mint + Used at the same time).

Once a price filter is active, it will show the price type in a white box to the right of the Price Filter button, and an X button to its right. Click on the X button to remove an existing price filter or use the **No Filter** option from the filter dialog window.

### Special Character Entry

You can use the special symbols boxes (there are 3 for fractions and 2 for currency) to enter those characters into any of the text input fields. While entering a search string, click the symbol box and the character will be added to the current contents text box at the I-beam cursor position.

### Global Searches

The Global button is used to perform the search against one or more registered country files. Since countries are separate files in EzStamp, the time to run a search is longer, based on the number of countries selected, the amount of stamp record information in each file, and on the time necessary to open and close each country as the search is being performed. Unlike a normal search, Global searches do not allow you to choose how to display the matching stamp records – they are always presented in a floating report view alongside the main EzStamp window, same as the Stamp List Viewer.

## Field Level Searches

These are very simple search dialog windows which allow you find stamp records based on a single pre-supplied or inventory field type. All the input windows are basically the same, with the only difference being the actual field searched on. An example of this window is shown below.

This dialog window is almost identical to the Basic Field Level search window. Notice the additional field at the bottom. This field will change based on the type of search chosen.

All of the pre-supplied and inventoried data field searches share a common default report profile, which you can change using a custom profile.

## Pre-supplied Data Searches

Pre-supplied field searches can be found in the **Search** menu under the **Stamp Information** submenu. There are searches for the following:

- Year
- Denomination and Color
- Date of Issue
- Watermark
- Perforation
- Notes

As with the Advanced Field Level search window, the field value will match against the full field contents, provided that the characters which make up your search text are contained within the stamp data.

### Inventoried Data Searches

Inventoried data searches can be found in the **Search** menu under the **Inventory Details** submenu, for the following:

- Location
- Detailed Location ( \*\* see Below For details on this type of search )
- Cross-Reference
- Category
- Comments
- Custom Fields

Note that for a custom field search, you must have at least one custom field created for the country file. The search window will provide a drop down list allowing you to choose which custom field to search on. Depending on the type of custom field, you may get a text input field to enter the search value, a date picker, or a start/end numeric range.

### Detailed Location Search

EzStamp allows you to define a location for your stamp in 5 different places:

- Primary record location, as shown in the **Loc'n** field in the main EzStamp window. This location works the same as all previous versions of EzStamp and the location is associated with the Scott number for this record.
- Grade Location, which appears in the grades data grid of the tabbed area at the bottom of EzStamp window.
- FDC Cachet Location, which appears in the grid of the FDC tab.
- PNB Location, which appears in the grid of the PNB tab.
- PNC Location, which appears in the grid of the PNC tab.

EzStamp treats the latter 4 locations as "sub-locations", which can act as a primary location at the grade, plate number, or FDC number level, or as a sub-location to the primary location defined at the stamp record level. The choice of how to use locations is up to you. You can choose to ignore sub-location fields entirely and use the data fields filter option to hide location in each of the data grid tabs.

Unlike the Location search feature in EzStamp, which only searches against the primary stamp location data, the Detailed Location search allows you to find stamp records for both the primary and sub-location data.

This dialog window is almost identical to the Basic Field Level search window. There are some additional search conditions which are specific to a Location search.

The default report profile is named **Default Location Report**. You can choose to customize this report (for both Line Item and Standard versions) profile using the Report Profile Editor.

### Filtering by Sub-Location

The 4 checkbox items to the right of the 5 radio buttons for showing the results are used to filter the search conditions and also what appears in the report.

- Check **Grades** to extend the search of the sub-location option to the grades data for the stamp.
- Check **FDC** to extend the search to the FDC Cachet data.
- Check **PNC** to extend the search to include PNC record locations.
- Check **PNB** to extend the search to include PNB record locations.

When a checkbox option is checked, the search will be applied to the associated record data, assuming a search option was applied from the drop down list under the **Grade, FDC, PNB and PNC Locations** section of the dialog window.

A checked option also determines if the associated grade, FDC, PNC, or PNB records are displayed on the report. For example, if the FDC checkbox is not checked, then FDC data will never appear in the report, nor will FDC records be searched.

### Report Profile Type

The checkbox named **Line Item Report Format** is used to set the type of report which will be used. When checked, all results are shown using the special Line Item format, which shows grade, FDC, PNB and PNC records on a line by line basis without any primary stamp information.

When unchecked, the standard report format is used. The default profile for this format will include the sub-locations as separate columns in the report, along with columns for individual grades, FDC, PNC and PNB numbers.

The **Report Profile** dropdown list will change to a different set of available report profiles based on the checkbox state. For Line Item report formats, only profiles which are defined for Line Item reports will appear. The Default pre-supplied profile has the same name for both report formats, yet are separate profiles within EzStamp and can be customized individually.

### Primary Stamp Location

This area contains 3 items of information associated with search conditions for the Primary stamp location.

#### Match Type

The **Match Type** dropdown list contains the search type to be used. This drop down list is the same for both primary and sub-location field searches.

<b>Do not Search</b>	<i>Do not search on the primary location</i>  This disables the search for the primary Location field. Searches will instead be applied to sub-location fields only.
<b>Partial Match</b>	<i>Partial match to the search value</i>  Enter a value into the Search Value field. The drop down list contains any primary locations for the current country file. The search is not case-sensitive, and will match part of the location to the value provided.
<b>Exact Match</b>	<i>Exact match to the search value</i>  The Search Value must match the primary location exactly. However, the search is not case-sensitive.
<b>Any Stamp</b>	<i>Find any stamp with a location of any value</i>  No search value is provided. The search will find any stamp record where the location has any value, regardless of what it

	is. This option will simply filter out stamp records which don't have a location defined.
<b>No Locations</b>	<i>Find any stamp where the location is empty</i>  This option will find stamps which don't have a primary location defined.

### Matching Primary and Secondary Sub-Location Searches

As there are 2 search conditions provided, the way that the search is performed is based on the checkbox option named **Match Primary AND Secondary**.

If this option is checked, then the search result against the primary location and the search result against the sub-locations must BOTH be satisfied.

If this option is unchecked, then a search results in EITHER Match Type will result in the stamp appearing on the report.

### Search Values

The search value is only applicable to partial and exact match types. Any other match type will result in this text field not being displayed. The text you enter can be in upper or lower case, as the search is not case-sensitive.

### Secondary Sub-Locations

The area labeled **Grade, FDC, PNB, PNC Locations** also contains 3 items of information associated with search conditions for the location fields defined within the grade, FDC, PNB and PNC details of the stamp record.

A search which matches against any of these 4 areas is considered valid for appearing on the report. If you don't wish to extend a search/report condition for any of the 4 areas, uncheck the appropriate area in the top area of the search dialog window.

The **Match Type** conditions are almost the same as that for primary with one additional type.

A key point to note about sub-location searches is that records which have no quantity associated with them will NOT count in searches. You must inventory a grade, FDC, PNC, or PNB record with at least a quantity of 1 (i.e. for PNC numbers, at least Qty=1 for Strip of 1, 3 or 5).

<b>Do not Search</b>	<i>Do not search on these secondary locations</i>  This disables the search for all sub-location fields. Searches will
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	only be applied to the primary stamp location. Note that you can't have both Match Types set to Do not Search.
<b>Partial Match</b>	<i>Partial match to the search value</i>  This value will be searched against each location for all grade, FDC, PNC or PNB data (depending on the filtering using the checkbox options). At least one matching record will result in the stamp appearing on the report.
<b>Exact Match</b>	<i>Exact match to the search value</i>  The Search Value must match a sub-location exactly. However, the search is not case-sensitive.
<b>Any Stamp</b>	<i>Find any stamp with at least one location of any value</i>  No search value is provided. The search will find any stamp record where a sub-location has any value, regardless of what it is.
<b>No Locations</b>	<i>Find any stamp where not a single location is defined.</i>  This option will find stamps which don't have any location assigned at the sub-location level. For example, if only the Grades checkbox is checked, this option will return stamp records where every inventoried grade has NO location defined. If you extend the checkbox states to include FDC, PNB and PNC, then results are based on empty locations for ALL plate number, FDC numbers and grades which are inventoried.
<b>One or More Empty</b>	<i>Find any stamp which has one or more empty locations</i>  This type will return any stamp record where a location is not defined for at least ONE grade, FDC number, PNC or PNB plate number.

### Excluding Non-Matching Records from Reports

This checkbox option is only applicable for Standard Report profiles (when the Line Item Report Format is unchecked). For line item reports, the filtering is automatically applied and will never include FDC, Grade, PNB, or PNC records which don't match the search conditions.

For standard reports, this works identical to the same option for PNC, FDC, Grade and PNB Searches. When checked, any record which doesn't match the search condition is dropped from the report. The data is still present, but it's automatically hidden from view. The Display All Data Rows option in the Report Viewer can restore all the hidden grade, FDC, PNB and PNC data on the report.

Note that the profile configuration for a standard report determines how the data is displayed. If you choose an alternate report profile which doesn't include FDC, Grade, PNB or PNC Date Groups, the report will never show the sub-location information.

## EzBrowse

EzBrowse is a feature from previous versions of EzStamp which allows you get a quick report of all the stamp records in the country file. The browser is based on the standard report Spread Sheet viewer, with a limited subset of features. There is no dialog window to provide input conditions to filter the search. You can only change Main Variety filtering from within the EzBrowse submenu.

### By Pre-Supplied Data

This option is available in the **Search** menu under **EzBrowse**, *Supplied Data* or *Ctrl+F*.

Rec. #	Scott #	Mint Price	Used Price	Year Issued	Denom. & Color
49	11c		\$5,593.75	1851	3c dull red (Type I)
50	11d		\$5,593.75	1851	3c dull red (Type I)
51	11e		\$5,593.75	1851	3c dull red (Type I)
52	11_1	\$384.20	\$20.65	1851	3c claret (Type I)
53	11_10		\$6,610.75	1851	3c dull red (Type I)
54	11_2	\$290.70	\$20.15	1851	3c brt brn car (Type I)
55	11_3	\$347.85	\$18.00	1851	3c brn car (Type I)
56	11_4	\$244.00	\$11.45	1851	3c dk brn car (Type I)
57	11_5	\$244.00	\$11.45	1851	3c dk vio (Type I)
58	11_6	\$270.00	\$13.05	1851	3c dl brn car (Type I)
59	11_7	\$285.55	\$21.80	1851	3c dl car red (Type I)
60	11_8	\$290.70	\$10.90	1851	3c dl org red (Type I)
61	11_9	\$290.70	\$10.90	1851	3c dl rose car (Type I)
62	12	\$33,053.85	\$1,037.40	1856	5c red brn (Type I)
63	13	\$19,775.00	\$1,004.35	1855	10c grn (Type I)
64	14	\$5,848.00	\$238.80	1855	10c grn (Type II)

Marked: 0 | Scott: 11\_7 | 3c dl car red (Type I)

Refer to the Report Viewer section for details on the various menu and toolbar options within the viewer window. Note that the EzBrowse report view will always show the image preview pane to the left of the data grid.

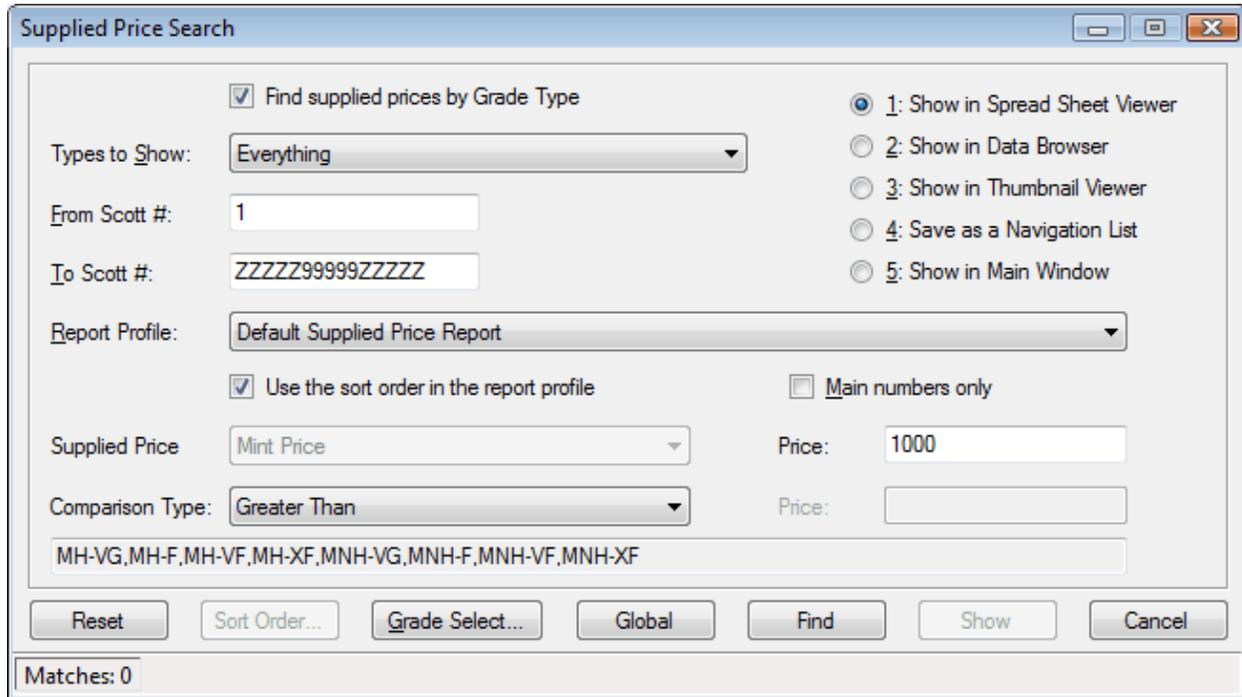
### By Inventoried Data

This option is available in the **Search** menu under **EzBrowse**, *Inventoried Data*. The presentation is the same, with two notable differences:

- Only inventoried records are included.
- Cross reference and location fields are added to the field list in the report.

## Supplied Price Search

This option is available in the **Search** menu under **Supplied Prices**. This type of search looks at the pre-supplied prices provided in the country file. As such, this option is not available for custom country files.



The screenshot shows the "Supplied Price Search" dialog box. It features several input fields and checkboxes. At the top, there is a checked checkbox for "Find supplied prices by Grade Type". Below this, the "Types to Show" dropdown is set to "Everything". The "From Scott #" field contains "1" and the "To Scott #" field contains "ZZZZZ99999ZZZZZ". The "Report Profile" dropdown is set to "Default Supplied Price Report". There are two checkboxes: "Use the sort order in the report profile" (checked) and "Main numbers only" (unchecked). The "Supplied Price" dropdown is set to "Mint Price" and the "Price" field contains "1000". The "Comparison Type" dropdown is set to "Greater Than". At the bottom, there is a text field containing "MH-VG,MH-F,MH-VF,MH-XF,MNH-VG,MNH-F,MNH-VF,MNH-XF". The dialog box has a "Reset" button, a "Sort Order..." button, a "Grade Select..." button, a "Global" button, a "Find" button, a "Show" button, and a "Cancel" button. At the bottom left, there is a "Matches: 0" label.

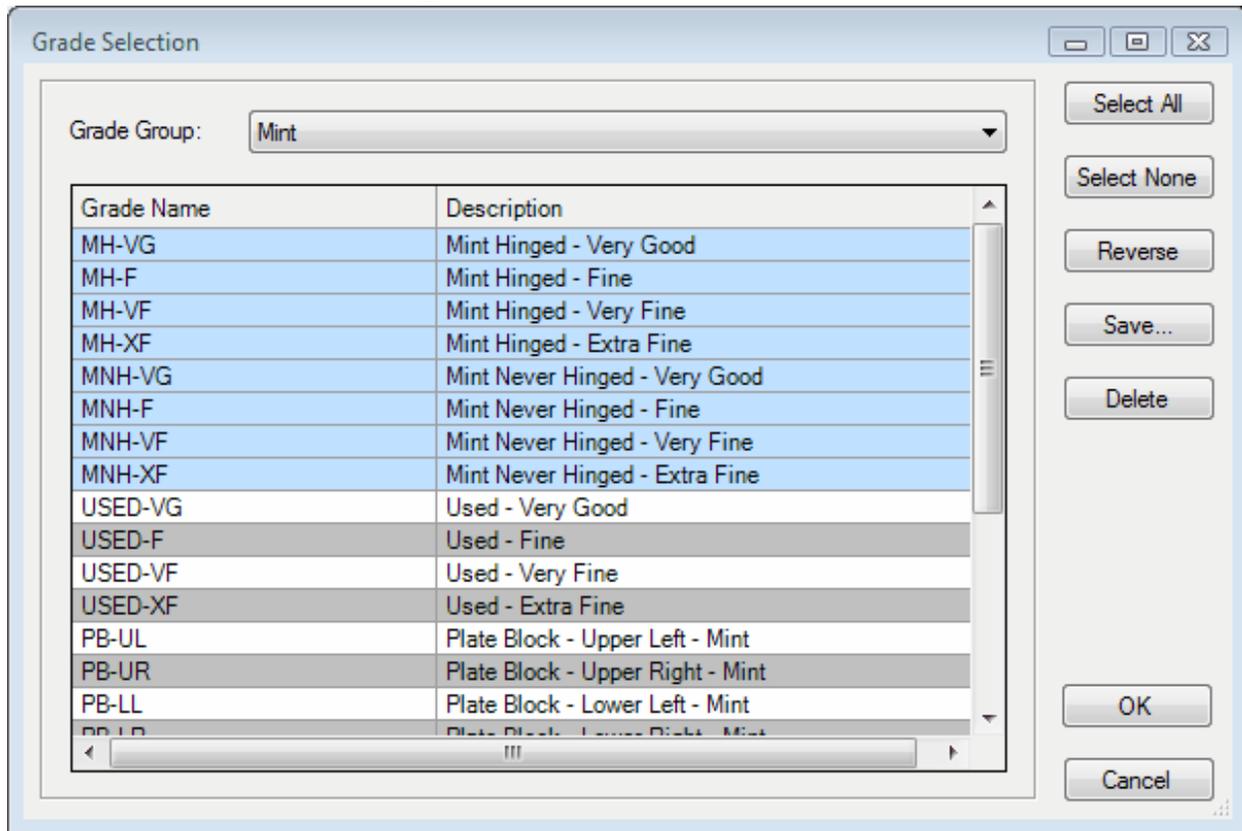
There are two different ways to search supplied price data using this window.

### Supplied Prices by Grade Type

Check the grade type option at the top of the window and the **Grade Select** button will be enabled. When you click on this button, you will be given a grade selection dialog, allowing you to choose which grades will be searched.

The current grades which will be used can be seen in the list at the very bottom of the window.

## Grade Selection Dialog Window



The grade selection window allows you to quickly choose specific grades from those available in the current country, including pre-supplied grades and custom grades which you can create.

Grade Groups allow you to create a custom selection of grades and save this to a file. There are several pre-defined grade groups which will appear in the Grade Group drop down list, along with your custom groups. The **Delete** button can be used to remove custom grade groups; however you can't modify or remove a pre-supplied group.

There are several places in EzStamp where grade group selection options are provided. When you have the opportunity to do so, this dialog window will always be available to allow quick selection of specific grades.

### Comparison Type

The **Comparison Type** list allows you to choose how to compare your search price values to the actual Market Value (the pre-supplied price, which may or may not be calculated on a grade from which the base price is derived from). You have the following comparison options:

All Values	The price/grade value is not \$0.00. You don't provide a matching search value for this type.
Greater Than	The search value > pre-supplied value.
Less Than	The search value < pre-supplied value.
Equal To	The search value = pre-supplied value.
Greater Than or Equal To	The search value >= pre-supplied value.
Less Than or Equal To	The search value <= pre-supplied value.
Not Equal To	The search value ≠ pre-supplied value.
Between	The pre-supplied value is between the two search values inclusively.

For all comparison types other than *All Values*, you must provide a search value in the first Price field, or two values for the *Between* comparison type.

### Supplied Prices by Price Type

All pre-supplied grades in EzStamp use a base price type. Some grades have Market values calculated from another grade using one or more price modifiers (multipliers). If you want to perform a search based on the supplied base prices themselves, ensure that the Grade Type checkbox is unchecked, and choose a base price type from the **Supplied Price** drop down list. Currently, the following base price types may be used:

- Mint
- Used
- FDC
- Mint Sheet
- Mint Plate Block
- Used Plate Block
- Mint Line Pair
- Used Line Pair

## Grade Market Value Comparison

This option is available in the **Search** menu under **Grade Comparison**. This type of search looks at the pre-supplied (or custom) market value prices associated with each grade. Unless you are entering supplied prices (i.e. Mint, Used, FDC, etc.) for custom stamp varieties and custom countries, this search utility will only be valuable for countries with pricing provided by SoftPro.

The upper third of the dialog contains the basic report settings common to other reports in EzStamp. The middle section contains up to 3 levels of grade-specific matching conditions.

At least one source grade must be provided. A source grade can be compared to any other grade, or to a specific price, even if the price is zero, by placing the price in the **Comparison Price** field.

When comparing grade to grade, you may also specify a difference amount in the **Minimum Difference** field.

Using the screen capture above as an example, the search would match all stamps where:

The Used Very Fine market value is greater than the Mint Hinged Very Find value by more than \$1,000 **AND** the Used Very Fine value is also at least \$10,000.

The 3 checkbox options below the grade conditions are for refining the search.

Check the **Any Valid Comparison** option to match a stamp if any of 2 or 3 conditions are satisfied. Using the example above, this means you will see stamps where the USED-VF value is > \$10,000 **OR** the Used Very Fine market value is greater than the Mint Hinged Very Fine value by more than \$1,000

Use the **Search All Stamps** option to filter based on all stamp records or just on the Inventoried stamps.

Check the **Ignore Duplicate Stamps** option to ignore all Scott numbers which are duplicated in your inventory.

### Report Grade Auto Filtering

The default report profile for this search will show all grades across the page with their market values. Assuming you don't use a different report profile, the grades shown in the report will only include the ones which were in the search conditions. Using the example in this topic, only MH-VF and USED-VF will appear in the report.

## Power Search

This option is available in the **Search** menu under **Power Search**. The power search provides the most comprehensive method to find stamp records and filter the results down to what you are looking for. It doesn't provide the ability to replace all of the other searches and reports, especially the unique searches such as FDC Cachet Search, but it can be used as a substitute for all of the basic and advanced field level searches.

A power search is comprised of 1 to 3 levels, each level being a unique search unto itself. The **Level of Search** drop down list provides the conditions by which the results of the each search level are combined to create the final list of stamp records which will be in the report.

The **Search In**, "Show In" options, **Main Numbers** and **Profile Sort Order** options are the same as in the basic/advanced search windows. The **Ignore Duplicates** option is a simple checkbox type (you can't choose to show only duplicates using this option. However, you can accomplish this using a field search based on duplicate sequence numbers greater than 1).

The level of search is used based on matching conditions between each level. For each single stamp record searched against, each level counts a match result independently. For the example above, if a stamp record has a Pre-supplied mint

price that is not \$0.00, the first level is considered to be a match. If the Denomination and Color field contains the text value *red*, then the second level is considered to be a match.

### Level of Search Types

As you choose a level of search, the number of levels in the dialog window will increase or decrease accordingly. You will not be able to perform a multi-level search unless each level's input conditions are entered.

Level 1 Only Matches	The simplest power search type, only one level of search, so a record is considered valid for the report if the search conditions are met.
Level 1 And Level 2 Match	A two level search when both levels of search must be valid. In the example above, the record must have a mint price other than \$0.00 and the denomination and color must contain the text <i>red</i> .
Level 1 Or Level 2 Match	A two level search where either level must be valid. In the example, the record can have a mint price other than \$0.00 OR the denomination and color contains the text <i>red</i> .
Level 1, 2 And 3 All Match	A three level search where all 3 levels must have a matching condition.
Level 1 Or 2 Or 3 Match	A three level search where ANY of the 3 levels must have a matching condition.
(Level 1 Or 2) And Level 3 Match	A three level search where either level 1 or 2 has a matching condition, AND level 3 MUST always have a matching condition.
Level 1 And (Level 2 Or 3) Match	A three level search where either level 2 or 3 has a matching condition, AND level 1 MUST always have a matching condition.
Level 1 Or (Level 2 and 3) Match	A three level search where either level 1 has a matching condition OR BOTH level 2 AND level 3 have matching conditions.
(Level 1 And 2) Or Level 3 Match	A three level search where either level 3 has a matching condition OR BOTH level 1 AND level 2 have matching conditions.

**Search Criteria: Type**

The type of data specifies a specific subgroup of the information in a stamp record. Once you select the data type, additional filtering options will be adjusted based on the type you chose. Not all types shown below will be available, depending on the country which is currently open.

Primary Fields	Primary stamp information, including fields from main application stamp details area, supplied prices and calculated price and quantity totals.
Any Text Field	Any field which is classified by EzStamp as simple text information will be searched. You can filter the text fields to a more restricted subset using the <b>Fields</b> button.
Any Numeric Field	Any field which is classified by EzStamp as numeric data (quantity or other non-currency numeric types) will be searched. Fields can be filtered using the <b>Fields</b> button.
Any Date Field	Any field which is classified by EzStamp as a date value will be searched. Fields can be filtered using the <b>Fields</b> button.
Any Currency Field	Any field which is classified by EzStamp as a monetary value will be searched. Fields can be filtered using the <b>Fields</b> button.
Custom Fields	If you have attached custom fields to the country file, you can search on any of them using this option.
Inventoried Grades	This option allows you to search specific fields related to grades which have been inventoried to the stamp record. The <b>Grades</b> button will be enabled allowing for additional filtering to one or more specific grades.
Plate Number Coils	This option will search against specific fields associated with the PNC data in the stamp record.
Plate Number Blocks	This option will search against specific fields associated with the PNB data in the stamp record.
Priority Want List	This option will search against records which are part of your Priority Want List.
Priority Sell List	This option will search against records which are part of your Priority Sell List.
FDC Cachet Data	This option will search against specific fields associated with the FDC cachet data in the stamp record.

**Note:** The search types of PNB, PNC, FDC, PWL, and PSL will search against all data rows associated with the stamp record. For example, if you executed a PNC search and there are 14 plate numbers assigned to the stamp record, the search is performed against all 14 PNC rows, and if *at least one* row matches the search, then the stamp record is also a valid match.

**Search Criteria: Field**

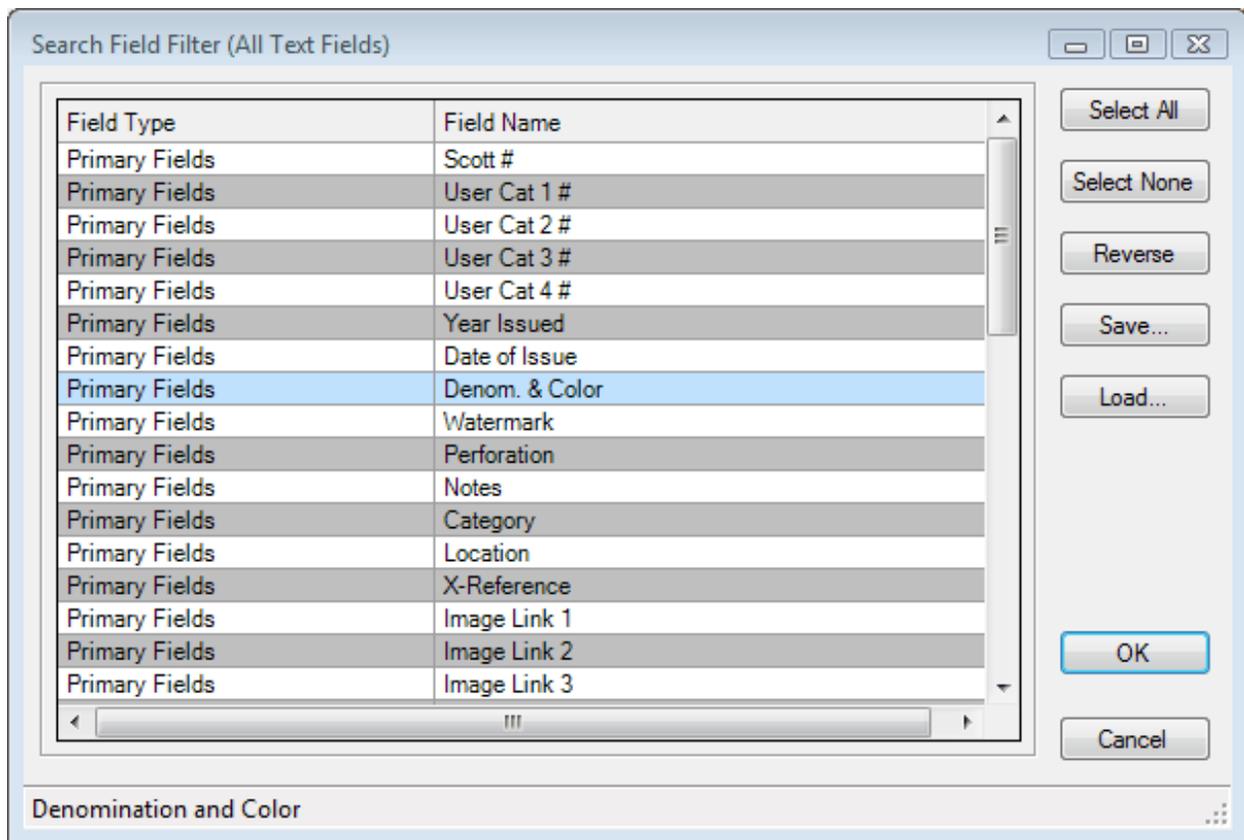
For the “Any” search types, such as Any Text field, this drop down list is disabled. For all other search types, this drop down list will contain all the fields which can be chosen to search against, based on the data type you chose. Only one field can be chosen for the power search level.

**Grades Filter**

For the Inventoried Grades search type, this button will be enabled, allowing you to restrict which grades will be searched. Clicking the button will show the Grade Selection Dialog Window.

**Any Field Filter**

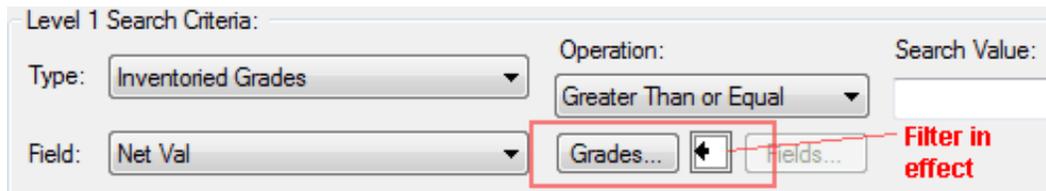
For the “Any” search types (Text, Numeric, Currency, Date), this button will be enabled, allowing you to provide additional restrictions to which fields are in scope for the search.



Select which fields should be part of the search and click on the **OK** button. If you want to create a custom filter and save it to file, click on the **Save** button. You can recall this filter by using the **Load** button.

**Note:** To clear a field filter, click on **Select None** then **OK**. For clearing a grade filter, you click on **Select All** then click on **OK**.

When either a Grade or Field filter is in effect, a small white arrow icon will be shown between the two buttons, indicating that a filter is being applied to the search. If there is no filter in effect, the icon will not appear.



### Search Criteria: Operation

This drop down list contains the operations available to compare your search value(s) against the field values in the stamp record. The types of operations available are automatically adjusted based on the type of data you are searching against.

Contains	For text fields, the search value matches on part of the stamp record field value. The search value can be contained anywhere within the field.
Doesn't Contain	For text fields, the search value can't exist anywhere within the stamp record field value.
Empty	The field value in the stamp record doesn't contain any data.
Not Empty	The field value in the stamp record contains any data other than "nothing".
Starts With	For text fields, the search value matches on the starting characters of the field value.
Ends With	For text fields, the search value matches on the ending characters of the field value.
Greater Than	The search value > stamp field value.
Less Than	The search value < stamp field value.
Equal To	The search value = stamp field value.
Greater Than or Equal To	The search value >= stamp field value.

Less Than or Equal To	The search value $\leq$ stamp field value.
Not Equal To	The search value $\neq$ stamp field value.
Between	The stamp field value is between the two search values inclusively.
Is No	For Yes/No type field searches, the stamp record value is No.
Is Yes	For Yes/No type field searches, the stamp record value is Yes.

### Case-Sensitive Searches

For text-based fields, you can specify that the text search is to distinguish between upper and lower case characters by checking this option.

### Search Values

Depending on the data type, you will enter data into the input field (there will be two input fields for the Between search operation) as numeric, text, currency or date formats.

- Numeric data can be either whole numbers without fractions (i.e. quantities), or numbers with a decimal point and fractional value.
- Currency values can be entered with the country file's defined currency symbol, or without it. In effect, a currency value can be entered as a numeric type. The currency value is always based on the current conversion rate, which is applied to all price values in the data.
- Date values can be entered using either the *display* or *input* date formats defined in the EzStamp general preferences. In addition, EzStamp will also accept dates entered using the current format defined at the Windows system level. Time values (hours, minutes, and seconds) are not acceptable, as EzStamp doesn't store time information for date fields.
- String data is limited to the maximum allowable length of the field you are searching against.

### Last Search, Save and Load Options

These 3 buttons allow you to save and recall power search input conditions. By default EzStamp resets the power search to a default blank state. Once you execute a successful power search, the settings are saved automatically as the "last power search". By clicking the **Last Search** button, the previous input conditions will be restored.

The **Save** and **Load** buttons can be used to save customized power search conditions to a file name of your choosing. When loading a saved search, you will be asked for a file with a **.pwr** extension, which by default is saved to the Searches\Power folder within the EzStamp application path.

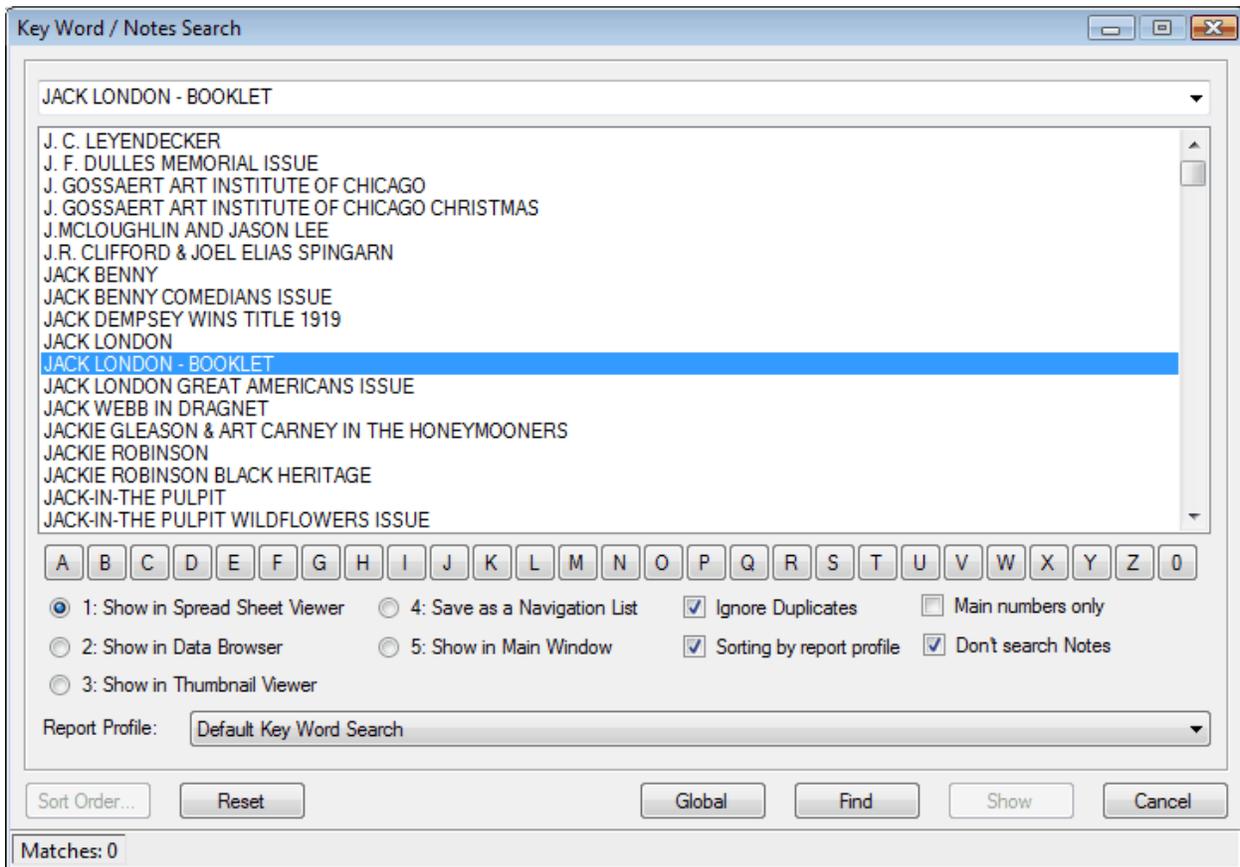
### Running a Power Search

Click on the Find button to start the search. Depending on the type of search conditions (specifically, the “any” field types), the search may take several seconds to complete. A progress status will appear at the bottom of the dialog during the search. If any matches are found, the **Show** button will be enabled, allowing you to display the results using any of the 5 display options.

## Keyword Search

The keyword search is only available with country files containing pre-supplied data. Keywords provide an index for classifying stamp records based on custom lists of common words or phrases specific to the stamps contained in the country file.

This option is available in the **Search** menu under the item **Keyword**.



The key word phrases are grouped alphabetically, from A-Z and numerically (using the **0** button).

The top input window contains a drop down list of every key phrase for the entire country file.

The scrolling list contains a subset of this based on the first character of the key phrase.

The bottom area consists of the basic set of checkbox and display options common to the Basic Field Search dialog window.

The checkbox named **Don't Search Notes** is used to take the Notes field out of the search scope. Keywords are normally stored into an internal index that is not accessible from any window in EzStamp. The keyword search can extend into the displayable Notes field as well, if you don't check this option.

Use the A-Z, and 0 buttons to switch the scrolling section in the middle of the dialog to different phrase list. You can also accomplish the same thing by clearing the top input field and entering the first letter of the keyword phrase.

### **Running a Keyword Search**

Click on the Find button to start the search. A progress status will appear at the bottom of the dialog during the search. If any matches are found, the **Show** button will be enabled, allowing you to display the results using any of the 5 display options.

## Grades Search

The Grade search provides a comprehensive set of input conditions to find stamp records based on your inventoried grade data. The dialog's dual tab nature also provides Advanced Field search capabilities. These two search methods are effectively combined together to generate the report data.

The grade search is available in the **Search** menu under **Grades Search/Report**.

Inventoried Grades Search / Report

Grade Search Parameters | Type Search Parameters

Show in Spread Sheet Viewer     Main numbers only  
 Show in Data Browser     Ignore Duplicates  
 Show in Thumbnail Viewer     Suppress zero quantity data  
 Save as a Navigation List  
 Show in Main Window     Suppress zero value data  
 Exclude non-matching grades     Report profile sort order

Comments:

MH-VG - Mint Hinged - Very Good  
 MH-F - Mint Hinged - Fine  
 MH-VF - Mint Hinged - Very Fine  
 MH-XF - Mint Hinged - Extra Fine  
 MNH-VG - Mint Never Hinged - Very Good  
 MNH-F - Mint Never Hinged - Fine  
 MNH-VF - Mint Never Hinged - Very Fine  
 MNH-XF - Mint Never Hinged - Extra Fine  
 USED-VG - Used - Very Good

Values:  
 Type:   
 Comparison:

Quantities:  
 Type:   
 Comparison:

Only show records with potential profit

Purchase Date (From / To):  ...  ...  
 Sell Date (From/To):  ...  ...

Report Profile:

Matches: 0

The **Grade Search Parameters** tab contains the primary input conditions for the search. The second tab has default attributes which will not apply additional filtering of the stamp data. You can use the second tab to control additional filters which are combined with the results based on the first tab. For example, if the **Type Search Parameters** resulted in 100 matching records based on its input conditions, the grade search conditions in the first tab will be applied only to the 100 records which were matched on the type search based on the second tab.

In effect, the Type Search conditions are applied *before* the grade search conditions.

The **Type Search Parameters** tab is identical to the **Advanced Field Search** window. The default input conditions on this tab will not result in any additional filtering of the stamp records which will be searched (i.e. the first grade search tab drives 100% of the search if you didn't modify the attributes in the second tab).

Note that there is no drop down list for setting the **Search In** option – all inventoried records are searched, as grade searches can't be applied to pre-supplied records which haven't been inventoried.

### Purchased From and Sold To Values

The 2 bottom right values are used for Grade, PNC, PNB and FDC Cachet searches to find parties who you may have purchased stamps from or sold stamps to. Due to space limitations on screen, you may see the Purchased From value abbreviated to *Buy From*.

The following options are identical to the basic/advanced search windows: **Main Numbers Only**, **Ignore Duplicate** records, **Report profile sort order** override and the 5 display options for showing the search results.

The default report profile will display the grade information vertically, with multiple rows on the report for each stamp record, one row per grade.

### Inventoried Grade Information

The following table describes the fields associated with a single inventoried grade.

Field	Description
Grade Name	The short form abbreviated name of the grade, i.e. MH-VF.
Display Name	The description of the grade, i.e. Mint Hinged Very Fine.
Market Value	<p>The calculated pre-supplied price based on one of the base price values associated with the Scott number.</p> <p>If the grade is derived from another grade, the market value will be calculated based on the supplied base price it's derived from.</p>
User Value	You can choose to override any pre-supplied price for any grade, whether it's derived or not. By default no user value will be applied to any inventoried grade.
Quantity	Quantity can be a value from 0 and up to a maximum of 99,999,999. A grade can be inventoried with zero quantity.
Net Value	This is quantity * the user value if the user value is applied, otherwise it will be the quantity * market value.
Purchase Date	The date the grade was purchased. There is no provision to add multiple purchase dates for a single grade. If this needs to be tracked, you must duplicate stamp records.
Purchase Price	Purchase price for the grade
Sell Date	The date the grade was sold
Sell Price	Sell price for the grade
Net Profit	<p>This can be either one of two calculated values.</p> <ol style="list-style-type: none"> <li>Sell price minus buy price.</li> <li>Sell price minus buy price ONLY if a sell price exists.</li> </ol> <p>A general preferences option named <i>Only items with sell prices count towards net profit</i> can be used to enforce the second type of calculation.</p> <p>Under the second calculation, there is no net profit value unless the FDC, PNC, PNB, or Grade has an associated sell</p>

Field	Description
	price.
Stamps Per Grade	The total stamps associated with a single grade. This value is multiplied by the grade unit quantity (Quantity of the Grade) to result in the total number of physical stamps.  You can override the S.P.G. value. Otherwise it will default to the pre-supplied stamps per grade value.
Stamp Qty	Stamps per Grade * Grade Quantity.
Comments	You may enter any text comments to associate with this inventoried grade.
Potential Profit	These are new attributes added with the December, 2017 release of EzStamp. Potential profits indicate the expected gain (or loss) from selling a graded item (FDC Cachet number, Grade, PNC or PNB number) based on what you paid for it versus the current market value. Potential profit values can be shown as percentage change or amount change (or both).
Buy From and Sold To	This information is available from the second tab under Type Search Parameters.

### Search Conditions

The following table shows the various input conditions for a grade search.

Attribute	Description
Value Type	This determines what currency value of the grade data will be used for the search. See the next section for a list of possible types.
Quantity Type	Quantity can be chosen for single grades, selected (from the check box list) or net total. You can also choose to search on a specific <i>Stamps per Grade</i> value.
Value and Quantity Comparison Types	These are basic comparison operations. The default value of <b>All Values</b> implies matching any value or any quantity, regardless of what those values are. In other words, if the grade is inventoried, it will be counted.
Buy and Sell Dates	Date ranges can be used limit the grade data returned. If only a From value is supplied, then the match will be treated as "Equals", and only records which match exactly on that date are counted. Otherwise, you must enter a To value, and this will create an inclusive date range.

Attribute	Description
Suppress Zero Quantity	When checked, any grade record where the quantity is zero will be excluded from the search.
Suppress Zero Values	When checked, any grade record where the grade user value AND market value are both zero will be excluded from the search.
Grade Selection	A grade search is not allowed until you select at least one grade in the checkbox list. The <b>Clear</b> and <b>Grades</b> buttons can be used as an alternative to checking and un-checking grades one by one. Only grades which are selected are used as the basis for the search. The exceptions to this are "Totals" Quantity and Value attributes, which affect all grades inventoried on the stamp record.
Comments	This is a simple case-insensitive text match to your grade comments.
Exclude Non-Matching Grades	<p>This attribute is for the Report Viewer and Printed Reports. When un-checked, the reports will always show all grade data rows, regardless if the row was a valid matching row based on the search filter (i.e. all grades inventoried will show on the report).</p> <p>When checked, the rows which don't match the search conditions will be removed from the viewer and printed reports. The report viewer will allow you to toggle these hidden grades on and off.</p>
Records with Potential Profit	Refer to the <b>Potential Profit</b> help topic, which explains in detail how a potential profit search works for FDC, PNB, PNC and Graded records. By checking this option, you enable a filter on stamps which only have a potential profit scope - the from/to buy/sell date filter options are ignored when a potential profit filter is enabled.

### Value and Quantity Types

The two Type drop down lists for currency and quantity values are summarized in the following table.

Single grade types will appear on the report if *at least one* of the selected grades in the checkbox list satisfies the search conditions. For example, if MH-F and MH-VF are checked, and you specify a Single Grade Market Value greater than \$1000.00, then the stamp appears on the report if *either* grade has a market value over \$1000.00.

Selected grade types will appear on the report only if the sum total of the quantity or value match on the search conditions. For example, if you have checked all 8

pre-supplied Mint grades, and specified Selected Net Grade Quantity over 25, then the sum of the 8 mint quantities inventoried must total more than 25.

Total grade types apply to all inventoried grades, regardless of the grades checked. You will still need to check at least one grade for this type of search, even though every grade inventoried will be counted.

Type	Description
Single Grade Market Value	The supplied price/calculated price for a single grade.
Single Grade User Value	Your custom overridden value for a single grade.
Single Grade Net Value	The user value * quantity or market value * quantity calculated price.
Single Grade Buy Price	The purchase price for a single grade. Purchase prices of \$0.00 are not allowed.
Single Grade Sell Price	The sell price for a single grade. Purchase prices of \$0.00 are not allowed.
Single Grade Net Profit	The purchase minus sell price for a single grade, unless the Adjusted Net Profit preference is enabled, in which case this results in Net Profit of \$0.00 for any grade without a sell price.
Selected Grades Net Value	The sum of Net value for all selected grades.
Selected Grades Buy Price	The sum of Buy price for all selected grades.
Selected Grades Sell Price	The sum of Sell price for all selected grades.
Selected Grades Net Profit	The sum of Net profit for all selected grades.
Total Net Worth	The sum of all Net values for every grade inventoried on the stamp record.
Total Net Buy Price	The sum of all Buy prices for every grade inventoried on the stamp record.
Total Net Sell Price	The sum of all Sell prices for every grade inventoried on the stamp record.
Total Net Profit	The sum of all Net profit values for all grades.
Single Grade Quantity	The inventoried quantity of a single grade. A value of zero is allowed.
Single Grade Stamp Quantity	The Stamps per Grade * Quantity result for a single grade.
Stamps Per Grade	The Stamps per Grade value for a single grade.

Type	Description
Selected Net Grade Quantity	The sum of all quantities for all selected grades.
Selected Net Stamp Quantity	The Stamps per Grade * Quantity result for all selected grades.
Total Net Grade Quantity	The sum of all quantities for all inventoried grades.
Total Net Stamp Quantity	The Stamps per Grade * Quantity result for all inventoried stamps.
Not Part of Inventoried Stamp	When this option is chosen, a search will be made for grades not in your inventory. See below for details.

### Filtering Rules

The following table indicates how grade records and the stamp record the grades are associated with will be filtered in the search. For searches where a single grade is excluded from the report, it will still allow the stamp record to appear with the grades which did match the search conditions. However, if the search results in elimination of every grade from the report, the stamp record will also be eliminated from the report.

Rule/Condition	Result on Failure
No inventoried grade data present	The stamp record will never show in the report.
Default conditions (what you see when you click the <b>Reset</b> button) status.	Every stamp record which has at least one inventoried grade will appear in the report.
Comparison type of <b>All</b> for Values	No currency values will be subject to filtering – any grades with a price count.
Comparison type of <b>All</b> for Quantities	No quantities will be subject to filtering – any grades with a quantity over 0 will count.
Grades not selected in the checklist box	They will be excluded from a search except when using value or quantity Types with the “Total” prefix.
Selected grades Net profit, Net Buy, Net Sell, Net Quantity, or Net Value fail to match the search.	The entire stamp record is excluded from the report.
Total Net profit, net buy, net sell, net quantity or net worth failed to	The entire stamp record is excluded from the report.

Rule/Condition	Result on Failure
match the search.	
Selected date ranges failed for buy/sell dates failed to match the search.	The entire stamp record is excluded from the report.
User comments failed to match the search.	Only grades which don't match on the comment text will be excluded from the report.
Suppress Zero quantity is enabled, but the grade has no quantity.	Exclude the grade from the report.
Suppress Zero value is enabled, but the grade has no value.	Exclude the grade from the report.
Single Grade search types where the grade Quantity, Net profit, purchase price, sell price, net value or net profit failed to match the search.	Exclude the grade from the report.

### How Grade Selections Work

You must select at least one grade to execute a search. The grade list itself will act as a filter for Selected and Single Grade quantity/value Type attributes, dates and buy/sell prices. Unchecked grades are excluded, as if you didn't inventory the grades at all for the stamp record. The exception to this is for the Totals Types in the quantity and value drop down lists, in which all grades will be used to calculate net totals on the stamp record.

Each grade inventoried is counted as "this grade record has data" even if all of the following grade attributes are zero or blank:

- Quantity
- User Value
- Market Value
- Buy Date and Price
- Sell Date and Price
- Comments

It's perfectly acceptable to inventory a grade in this way. However, only the default **All Values** comparison search conditions will pick up these types of records on the report. Every other comparison type will require the associated attribute to be populated for the grade.

Input conditions are an all-or-nothing deal. For example, if a sell date range is specified and a value type of Single grade net profit over \$1000.00 is also selected, then both of these conditions must be true.

### Performing the Search

Click on the **Find** button to search the country file for matching stamp records. If any matches are found, then the **Show** button will be enabled, allowing you to display the results using any of the 5 output types. If the **Show in Main Window** option is chosen, the first matching record will automatically be displayed in the main EzStamp window.

### Loading and Saving Search Conditions

Use the **Load** and **Save** buttons to store search conditions to files which can be recalled at a later time. These files are saved in the application folder under **Searches\GRD**.

### Finding Grades Not in Your Inventoried Stamp Records

Sometimes it may be desirable to know what grades of stamps you don't have as part of a stamp for which you may have other grades inventoried, such as when you may want to upgrade from a Used grade to a Mint grade.

The Quantity drop down list has a special option named Not Part of Inventoried Stamp. If you choose this option, select 1 or more grades which you want to find which *are not* in the inventoried stamp record. The grade list is cumulative. That is, if you check MH-VF and MH-XF, then the search will find inventoried stamp records where BOTH these grades are NOT in your inventory.

### Alternate Method for Non-Inventoried Grades

A different method can be used instead of the Quantity drop down option. The button named **Not Inventoried** can be used to present a dialog menu with 2 choices. First, enable the non-inventoried method by checking the option. This will enable the 2 choices.

The first choice on the left will only return stamp records if **every** checked grade is **not** inventoried.

The second choice on the right will return stamp records if **one or more** of the checked grades are **not** inventoried.

### Global Searches

The Global button is used to perform the search against one or more registered country files. Since countries are separate files in EzStamp, the time to run a search is longer, based on the number of countries selected, the amount of stamp record information in each file, and on the time necessary to open and close each country as the search is being performed. Unlike a normal search, Global searches

do not allow you to choose how to display the matching stamp records – they are always presented in a floating report view alongside the main EzStamp window, similar to the Stamp List Viewer. For more details on global searches, refer to the Global Searches section in this manual.

## FDC Cachet Search

The FDC Cachet search provides input conditions to find stamp records based on the FDC Cachet records. This search is available in the **Search** menu under **FDC Cachet Search/Report**. This option is not available unless FDC Cachet information is enabled in the country file settings.

The **Type Search Parameters** tab is identical to what can be found under the Grade Search/Report help.

The following options are identical to the basic/advanced search windows: **Main Numbers Only**, **Ignore Duplicate** records, **Report profile sort order** override and the 5 display options for showing the search results.

The default report profile will display the FDC information vertically, with multiple rows on the report for each FDC number.

### Inventoried FDC Cachet Information

The following table describes the fields associated with a single inventoried FDC Number.

Field	Description
FDC Number	The cachet number for a single entry.
Day Issued	This information by default is copied from the main EzStamp DOI field when creating new records. It can contain any text information however.
Description	Any text to describe this FDC entry, this can be a pre-supplied value.
FDC Maker	EzStamp comes with several hundred pre-supplied FDC makers. Custom FDC makers are automatically added to the pre-supplied list when you add them to inventoried stamp records.
Value	The value of this entry.
Quantity	The total quantity for this entry.
Net Worth	The value * quantity.
Comments	You can enter custom comments for this entry.
Purchase Date	The date the entry was purchased. There is no provision to add multiple purchase dates for a single FDC number. If this needs to be tracked, you must duplicate stamp records.
Purchase Price	Purchase price for the entry.
Sell Date	The date the FDC number was sold.
Sell Price	Sell price for the FDC number.
Net Profit	<p>This can be either one of two calculated values.</p> <ol style="list-style-type: none"> <li>1. Sell price minus buy price.</li> <li>2. Sell price minus buy price ONLY if a sell price exists.</li> </ol> <p>A general preferences option named <i>Only items with sell prices count towards net profit</i> can be used to enforce the second type of calculation.</p> <p>Under the second calculation, there is no net profit value unless the FDC, PNC, PNB, or Grade has an associated sell</p>

Field	Description
	price.
Image Link	Each FDC number can be associated with an image link. The image links can't be printed, except as the file name. However, they can be displayed in a special image preview window, and also in the Report Viewer if the image link field is selected and image preview mode is enabled in the viewer.
Potential Profit	These are new attributes added with the December, 2017 release of EzStamp. Potential profits indicate the expected gain (or loss) from selling a graded item (FDC Cachet number, Grade, PNC or PNB number) based on what you paid for it versus the current market value. Potential profit values can be shown as percentage change or amount change (or both).
Buy From and Sold To	The <b>second tab</b> contains the options to search by name for those who you purchased stamps from or sold stamps to.

### Search Conditions

The following table shows the various input conditions for an FDC search.

Attribute	Description
Value Type	This determines what currency value of the FDC data will be used for the search. See the next section for a list of possible types.
Quantity Type	Quantity can be for single FDC numbers or net totals.
Value and Quantity Comparison Types	These are basic comparison operations. The default value of <b>All Values</b> implies matching any value or any quantity, regardless of what those values are. In order words, if the FDC record is inventoried, it will be counted.
Buy and Sell Dates	Date ranges can be used to limit the FDC data returned. If only a From value is supplied, then the match will be treated as "Equals", and only records which match exactly on that date are counted. Otherwise, you must enter a To value, and this will create an inclusive date range.
Suppress Zero Quantity	When checked, any FDC record where the quantity is zero will be excluded from the search.
Suppress Zero Values	When checked, any FDC record where the value is zero will be excluded from the search.
Comments	This is a simple case-insensitive text match to your FDC comments.

Attribute	Description
FDC Number	This is a simple case-insensitive text match to the FDC number.
FDC Maker	This is a simple case-insensitive text match to the FDC Maker. Use the drop down list to choose from an existing maker, or enter a partial text string to match against.
Description	This is a simple case-insensitive text match to the FDC description.
Day Issued	This is a simple case-insensitive text match to the Day/Date of issue.
Image Link	This is a simple case-insensitive text match to the image link file name.
Exclude Non-Matching FDC Numbers	<p>This attribute is for the Report Viewer and Printed Reports. When un-checked, the reports will always show all FDC data rows, regardless if the row was a valid matching row based on the search filter (i.e. all inventoried FDC numbers will show on the report).</p> <p>When checked, the rows which don't match the search conditions will be removed from the viewer and printed reports. The report viewer will allow you to toggle the hidden FDC numbers on and off.</p>
Records with Potential Profit	Refer to the <b>Potential Profit</b> help topic, which explains in detail how a potential profit search works for FDC, PNB, PNC and Graded records. By checking this option, you enable a filter on stamps which only have a potential profit scope - the from/to buy/sell date filter options are ignored when a potential profit filter is enabled.

### Value and Quantity Types

The two Type drop down lists for currency and quantity values is summarized in the following table.

Single FDC types will appear on the report if *at least one* of the FDC numbers satisfies the search conditions.

Total FDC types apply to all inventoried FDC numbers.

Type	Description
Single FDC Row Item Value	The value of a single FDC number.
Single FDC Row Net Value	The quantity * prices for a single FDC number.
Single FDC Row Buy Price	The purchase price for a single FDC number.
Single FDC Row Sell Price	The sell price for a single FDC number.

Type	Description
Single FDC Row Net Profit	The purchase minus sell price for a FDC number, unless the Adjusted Net Profit preference is enabled, in which case this results in Net Profit of \$0.00 for any FDC number without a sell price.
Total Net Worth	The sum of all Net values for every FDC number on the stamp record.
Total Net Buy Price	The sum of all Buy prices for every FDC number on the stamp record.
Total Net Sell Price	The sum of all Sell prices for every FDC number on the stamp record.
Total Net Profit	The sum of all Net profit values for every FDC number on the stamp record.
Single FDC Row Quantity	The quantity for a single FDC number.
Total Net Quantity	The quantity for all FDC numbers on the stamp record.

### Filtering Rules

The following table indicates how FDC records and the stamp record the FDC numbers are associated with will be filtered in the search. For searches where a single FDC number is excluded from the report, it will still allow the stamp record to appear with the FDC number which did match the search conditions. However, if the search results in elimination of every FDC number from the report, the stamp record will also be eliminated from the report.

Rule/Condition	Result on Failure
No inventoried FDC numbers present	The stamp record will never show in the report.
Default conditions (what you see when you click the <b>Reset</b> button) status.	Every stamp record which has at least one FDC number will appear in the report.
Comparison type of <b>All</b> for Values	No currency values will be subject to filtering – any FDC number with a price will count.
Comparison type of <b>All</b> for Quantities	No quantities will be subject to filtering – any FDC number with a quantity over 0 will count.
Text fields (Maker, Comments,	The FDC number is excluded from the report.

Rule/Condition	Result on Failure
Description, Image Link, Day Issued, FDC Number) fail to match.	The conditions are all or nothing. If you enter text for FDC Maker and Description, they must <i>both</i> match.
Total Net profit, net buy, net sell, net quantity or net worth failed to match the search.	The entire stamp record is excluded from the report.
Suppress Zero quantity is enabled, but the FDC number has no quantity.	Exclude the FDC number from the report.
Suppress Zero value is enabled, but the FDC number has no value.	Exclude the FDC number from the report.
Single FDC number search types where the grade Quantity, Net profit, purchase price, sell price, net value or net profit failed to match the search.	Exclude the FDC number from the report.

### Performing the Search

Click on the **Find** button to search the country file for matching stamp records. If any matches are found, then the **Show** button will be enabled, allowing you to display the results using any of the 5 output types. If the **Show in Main Window** option is chosen, the first matching record will automatically be displayed in the main EzStamp window.

### Loading and Saving Search Conditions

Use the **Load** and **Save** buttons to store search conditions to files which can be recalled at a later time. These files are saved in the application folder under **Searches\FDC**.

## PNB Data Search

The PNB Data search provides input conditions to find stamp records based on the plate numbers associated with the stamp record. This search is available in the **Search** menu under **PNB Search/Report**. This option is not available unless PNB information is enabled in the country file settings.

The Type Search Parameters tab is identical to what is described under the Grade Search/Report help with one notable exception: The Search In drop down list is available, as PNB information can be pre-supplied.

The following options are identical to the basic/advanced search windows: Main Numbers Only, Ignore Duplicate records, Report profile sort order override and the 5 display options for showing the search results.

The default report profile will display the PNB information vertically, with multiple rows on the report for each stamp record.

**Inventoried PNB Information**

The following table describes the fields associated with a single inventoried plate number.

<b>Field</b>	<b>Description</b>
Plate Number	Plain text representation of a plate number.
VF-H/VF-NH Buy Date	Very fine hinged and never hinged purchase dates.
VF-H/VF-NH Buy Price	Very fine hinged and never hinged purchase prices.
VF-H/VF-NH Sell Date	Very fine hinged and never hinged sell dates.
VF-H/VF-NH Sell Price	Very fine hinged and never hinged sell prices.
VF-H/VF-NH Net Value	Value * Quantity for VF-H and VF-NH.
VF-H/VF-NH Quantity	Inventoried quantity for VF-H and VF-NH.
VF-H/VF-NH Value	Pre-supplied or your value of the plate number for VF-H and VF-NH.
VF-H/VF-NH Net Profit	<p>This can be either one of two calculated values.</p> <ol style="list-style-type: none"> <li>1. Sell price minus buy price.</li> <li>2. Sell price minus buy price ONLY if a sell price exists.</li> </ol> <p>A general preferences option named <i>Only items with sell prices count towards net profit</i> can be used to enforce the second type of calculation.</p> <p>Under the second calculation, there is no net profit value unless the FDC, PNC, PNB, or Grade has an associated sell price.</p>
Image Link	Each plate number can be associated with an image link. The image links can't be printed, except as the file name. However, they can be displayed in a special image preview window, and also in the Report Viewer if the image link field is selected and image preview mode is enabled in the viewer.

Field	Description
Comments	Your comments.
Net Buy Price	Total sum of purchase prices for VF-H and VF-NH.
Net Profit	Total sum of net profits for VF-H and VF-NH.
Net Quantity	Sum of VF-H and VF-NH quantity fields.
Net Sell Price	Total sum of sell prices for VF-H and VF-NH.
Net Worth	Sum of VF-H and VF-NH Net Values.
Notes	Plain text for pre-supplied notes.
Potential Profit	These are new attributes added with the December, 2017 release of EzStamp. Potential profits indicate the expected gain (or loss) from selling a graded item (FDC Cachet number, Grade, PNC or PNB number) based on what you paid for it versus the current market value. Potential profit values can be shown as percentage change or amount change (or both).
Buy From and Sold To	This information is available from the second tab under Type Search Parameters.

### Search Conditions

The following table shows the various input conditions for a PNB search.

Attribute	Description
Value Type	This determines what currency value of the PNB data will be used for the search. See the next section for a list of possible types.
Quantity Type	Quantity can be for single plate numbers, selected (from the check box options for VF-H and VF-NH) or net total.
Value and Quantity Comparison Types	These are basic comparison operations. The default value of <b>All Values</b> implies matching any value or any quantity, regardless of what those values are. In order words, if the plate number is inventoried, it will be counted.
Buy and Sell Dates	Date ranges can be used limit the PNB data returned. If only a From value is supplied, then the match will be treated as "Equals", and only records which match exactly on that date are counted. Otherwise, you must enter a To value, and this will create an inclusive date range.
Suppress Zero Quantity	When checked, any PNB record where the quantity is zero will be excluded from the search.

Attribute	Description
Suppress Zero Values	When checked, any PNB record where the value is zero will be excluded from the search.
VF-H and VF-NH options	A PNB search is not allowed until you check either <b>Search on VF-H</b> or <b>Search on VF-NH</b> . Only plate numbers which match based on the VF-H and VF-NH attributes will be used as the basis for the search. The exceptions to this are "Totals" Quantity and Value attributes, which affect all plate numbers inventoried on the stamp record.
Plate Number	This is a simple case-insensitive text match to the plate number.
Notes	This is a simple case-insensitive text match to the pre-supplied plate number notes.
Comments	This is a simple case-insensitive text match to your plate number comments.
Image Link	This is a simple case-insensitive text match to the image link file name.
Exclude Non-Matching Plate Numbers	<p>This attribute is for the Report Viewer and Printed Reports. When un-checked, the reports will always show all plate number data rows, regardless if the row was a valid matching row based on the search filter (i.e. all inventoried plate numbers will show on the report).</p> <p>When checked, the rows which don't match the search conditions will be removed from the viewer and printed reports. The report viewer will allow you to toggle the hidden plate numbers on and off.</p>
Any Dates Option	If you check the Search on Any Date option, then the From and To date values will be matched to both the VF-H and VF-NH dates if present. In short, the date matching now is done at the plate number level not at the type (H/NH) level.
Records with Potential Profit	Refer to the <b>Potential Profit</b> help topic, which explains in detail how a potential profit search works for FDC, PNB, PNC and Graded records. By checking this option, you enable a filter on stamps which only have a potential profit scope - the from/to buy/sell date filter options are ignored when a potential profit filter is enabled.

### **Value and Quantity Types**

The two Type drop down lists for currency and quantity values is summarized in the following table.

Single PNB Row types will appear on the report if at least one of the plate numbers satisfies the search conditions.

VF-H/NH Total types will appear on the report if the plate numbers associated with the 2 checkboxes match on the search conditions. For example, if Search on VF-NH is not checked, then never hinged plate numbers are not counted in the report. Each plate number can have hinged and never hinged data associated with it. As such it's possible for a plate number to match on the hinged data, but not on the never-hinged data. This would still count as a match.

Total Net types apply to all inventoried plate numbers.

<b>Type</b>	<b>Description</b>
Single PNB Row Item Value	The supplied price/your price for a single plate number.
Single PNB Row Net Value	The value * quantity calculated price.
Single PNB Row Buy Price	The purchase price for a single plate number. Purchase prices of \$0.00 are not allowed.
Single PNB Row Sell Price	The sell price for a single plate number. Purchase prices of \$0.00 are not allowed.
Single PNB Row Net Profit	The purchase minus sell price for a single grade, unless the Adjusted Net Profit preference is enabled, in which case this results in Net Profit of \$0.00 for any grade without a sell price.
VF-H/NH Total Net Value	The sum of Net value for all plate numbers based on the checkbox options for VF-H and VF-NH.
VF-H/NH Total Buy Price	The sum of Buy value for all plate numbers based on the checkbox options for VF-H and VF-NH.
VF-H/NH Total Sell Price	The sum of Sell value for all plate numbers based on the checkbox options for VF-H and VF-NH.
VF-H/NH Total Net Profit	The sum of Net profit for all plate numbers based on the checkbox options for VF-H and VF-NH.
Total Net Worth	The sum of all Net values for every plate number inventoried on the stamp record.
Total Net Buy Price	The sum of all Buy prices for every plate number inventoried on the stamp record.
Total Net Sell Price	The sum of all Sell prices for every plate number inventoried on the stamp record.
Total Net Profit	The sum of all Net profit values for all plate numbers.
Single PNB Row Quantity	The inventoried quantity of a single plate number. A value of zero is allowed.
VF-H/NH Net Quantity	The sum of quantities for all plate numbers based on the checkbox options for VF-H and VF-NH.
Total Net Quantity	The sum of all quantities for all inventoried plate numbers.

### Filtering Rules

The following table indicates how PNB records and the stamp record the plate numbers are associated with will be filtered in the search. For searches where a single plate number is excluded from the report, it will still allow the stamp record to appear with the PNB records which did match the search conditions. However, if the search results in elimination of every plate number from the report, the stamp record will also be eliminated from the report.

Rule/Condition	Result on Failure
No inventoried PNB data present	The stamp record will never show in the report.
Default conditions (what you see when you click the <b>Reset</b> button) status.	Every stamp record which has at least one inventoried PNB plate record will appear in the report.
Comparison type of <b>All</b> for Values	No currency values will be subject to filtering – any plate number with a price will count.
Comparison type of <b>All</b> for Quantities	No quantities will be subject to filtering – any plate numbers with a quantity over 0 will count.
VF-H or VF-NH checkbox options are not checked.	They will be excluded from a search except when using either of value or quantity Types with the “Total” wording.
VF-H/NH Net profit, Net Buy, Net Sell, Net Quantity, or Net Value fail to match the search.	The entire stamp record is excluded from the report.
Total Net profit, net buy, net sell, net quantity or net worth failed to match the search.	The entire stamp record is excluded from the report.
Selected date ranges failed for buy/sell dates failed to match the search.	The entire stamp record is excluded from the report.
Text fields (Plate Number, Comments, Notes, Image Link) fail to match.	The plate number is excluded from the report. The conditions are all or nothing. If you enter text for plate number and notes, they must both match.
Suppress Zero quantity is enabled, but the plate number has no quantity.	Exclude the plate number from the report.

Rule/Condition	Result on Failure
Suppress Zero value is enabled, but the plate number has no value.	Exclude the plate number from the report.
Single PNB row search types where the grade Quantity, Net profit, purchase price, sell price, net value or net profit failed to match the search.	Exclude the plate number from the report.

### How PNB VF-F/VF-NH Selections Work

You must check at least one of the two checkbox options named **Search on VF-H** and **Search on VF-NH** to execute a search. These two checkboxes will act as a filter for VF-H/NH and Single PNB Row based quantity/value Type attributes, dates and buy/sell prices. If the option is unchecked for VF-H for example, then plate numbers which only have VF-H data are excluded from the report. If the same plate numbers have VF-NH data, they will still be used for searching.

Totals Types in the quantity and value drop down lists will be applied to both VF-H and VF-NH plate numbers, regardless of which of the two checkbox items are checked.

Each plate number is counted as “this record has data” for VF-H or VF-NH based on the following fields:

- Value
- Quantity
- Net Value
- Purchase Date and Price
- Sell Date and Price
- Net Profit

The other fields (Image Link, Notes, Comments, Plate Number) are matched regardless of the VF-H and VF-NH checkbox states.

### Performing the Search

Click on the **Find** button to search the country file for matching stamp records. If any matches are found, then the **Show** button will be enabled, allowing you to display the results using any of the 5 output types. If the **Show in Main Window** option is chosen, the first matching record will automatically be displayed in the main EzStamp window.

### **Loading and Saving Search Conditions**

Use the **Load** and **Save** buttons to store search conditions to files which can be recalled at a later time. These files are saved in the application folder under **Searches\PNB**.

## PNC Data Search

The PNC Data search provides input conditions to find stamp records based on the plate numbers associated with the stamp record. This search is available in the **Search** menu under **PNC Search/Report**. This option is not available unless PNC information is enabled in the country file settings.

The screenshot shows the 'Plate Number Coils (PNC) Data Search / Report' dialog box. It features two tabs: 'PNC Search Parameters' and 'Type Search Parameters'. The 'Type Search Parameters' tab is selected. The dialog includes several search options and filters:

- Display Options:**
  - Show in Spread Sheet Viewer
  - Show in Data Browser
  - Show in Thumbnail Viewer
  - Save as a Navigation List
  - Show in Main Window
- Filtering Options:**
  - Main numbers only
  - Ignore Duplicates
  - Suppress zero quantity data
  - Suppress zero value data
- Search Scope:**
  - Search on Strip of 1
  - Search on Strip of 3
  - Search on Strip of 5
  - Exclude non-matching plate numbers
  - Use the sort order in the report profile
  - Search on any Date
- Advanced Search:**
  - Only show records with potential profit
- Search Parameters:**
  - Plate Number:
  - Notes:
  - Comments:
  - Image Link:
  - Purchase Date (From / To):  ...  ...
  - Sell Date (From/To):  ...  ...
- Report Settings:**
  - Report Profile:
  - Currency: £ 1/4 1/2 3/4 €
- Buttons:** Reset, Sort Order..., Load..., Save..., Global, Find, Show, Cancel
- Status:** Matches: 0

The Type Search Parameters tab is identical to what is described under the Grade Search/Report help with one notable exception: The Search In drop down list is available, as PNC information can be pre-supplied.

The following options are identical to the basic/advanced search windows: Main Numbers Only, Ignore Duplicate records, Report profile sort order override and the 5 display options for showing the search results.

The default report profile will display the PNC information vertically, with multiple rows on the report for each stamp record.

**Inventoried PNC Information**

The following table describes the fields associated with a single inventoried plate number.

<b>Field</b>	<b>Description</b>
Plate Number	Plain text representation of a plate number.
Strip of 1,3,5 Buy Date	Purchase dates for the 3 strip types.
Strip of 1,3,5 Buy Price	Purchase prices for the 3 strip types.
Strip of 1,3,5 Sell Date	Sell dates for the 3 strip types.
Strip of 1,3,5 Sell Price	Sell prices for the 3 strip types.
Strip of 1,3,5 Net Value	Value * Quantity for the 3 strip types.
Strip of 1,3,5 Quantity	Inventoried quantity for the 3 strip types.
Strip of 1,3,5 Value	Pre-supplied or your value of the plate number for the 3 strip types.
Strip of 1,3,5 Net Profit	<p>This can be either one of two calculated values.</p> <ol style="list-style-type: none"> <li>Sell price minus buy price.</li> <li>Sell price minus buy price ONLY if a sell price exists.</li> </ol> <p>A general preferences option named <i>Only items with sell prices count towards net profit</i> can be used to enforce the second type of calculation.</p> <p>Under the second calculation, there is no net profit value unless the FDC, PNC, PNB, or Grade has an associated sell price.</p>
Image Link	Each plate number can be associated with an image link. The image links can't be printed, except as the file name. However, they can be displayed in a special image preview window, and also in the Report Viewer if the image link field is selected and image preview mode is enabled in the viewer.

Field	Description
Comments	Your comments.
Net Buy Price	Total sum of purchase prices for all strip types.
Net Profit	Total sum of net profits for all strip types.
Net Quantity	Sum of quantity fields for all strip types.
Net Sell Price	Total sum of sell prices for all strip types.
Net Worth	Sum of Net Values for all strip types.
Notes	Plain text for pre-supplied notes.
Potential Profit	These are new attributes added with the December, 2017 release of EzStamp. Potential profits indicate the expected gain (or loss) from selling a graded item (FDC Cachet number, Grade, PNC or PNB number) based on what you paid for it versus the current market value. Potential profit values can be shown as percentage change or amount change (or both).
Buy From and Sold To	This information is available from the second tab under Type Search Parameters.

### Search Conditions

The following table shows the various input conditions for a PNC search.

Attribute	Description
Value Type	This determines what currency value of the PNC data will be used for the search. See the next section for a list of possible types.
Quantity Type	Quantity can be for single plate numbers, selected (from the check box options for Strip of 1, 3, and 5) or net total.
Value and Quantity Comparison Types	These are basic comparison operations. The default value of <b>All Values</b> implies matching any value or any quantity, regardless of what those values are. In other words, if the plate number is inventoried, it will be counted.
Buy and Sell Dates	Date ranges can be used to limit the PNC data returned. If only a From value is supplied, then the match will be treated as "Equals", and only records which match exactly on that date are counted. Otherwise, you must enter a To value, and this will create an inclusive date range.
Suppress Zero Quantity	When checked, any PNC record where the quantity is zero will be excluded from the search.

Attribute	Description
Suppress Zero Values	When checked, any PNC record where the value is zero will be excluded from the search.
VF-H and VF-NH options	A PNC search is not allowed until you check one of <b>Search on Strip of 1/3/5</b> checkboxes. Only plate numbers which match based on the strip type attributes will be used as the basis for the search. The exceptions to this are "Totals" Quantity and Value attributes, which affect all plate numbers inventoried on the stamp record.
Plate Number	This is a simple case-insensitive text match to the plate number.
Notes	This is a simple case-insensitive text match to the pre-supplied plate number notes.
Comments	This is a simple case-insensitive text match to your plate number comments.
Image Link	This is a simple case-insensitive text match to the image link file name.
Exclude Non-Matching Plate Numbers	<p>This attribute is for the Report Viewer and Printed Reports. When un-checked, the reports will always show all plate number data rows, regardless if the row was a valid matching row based on the search filter (i.e. all inventoried plate numbers will show on the report).</p> <p>When checked, the rows which don't match the search conditions will be removed from the viewer and printed reports. The report viewer will allow you to toggle the hidden plate numbers on and off.</p>
Any Dates Option	If you check the Search on Any Date option, then the From and To date values will be matched to all of the strip type (1, 3, and 5) dates if present. In short, the date matching now is done at the plate number level not at the strip (1, 3, 5) level.
Records with Potential Profit	Refer to the <b>Potential Profit</b> help topic, which explains in detail how a potential profit search works for FDC, PNB, PNC and Graded records. By checking this option, you enable a filter on stamps which only have a potential profit scope - the from/to buy/sell date filter options are ignored when a potential profit filter is enabled.

### **Value and Quantity Types**

The two Type drop down lists for currency and quantity values is summarized in the following table.

Single PNC Row types will appear on the report if at least one of the plate numbers satisfies the search conditions.

Strip of 1/3/5 Total types will appear on the report if the plate numbers associated with the 3 checkboxes match on the search conditions. For example, if Search on Strip of 5 is not checked, then strip of 5 plate numbers are not counted in the report. Each plate number can have strip of 1, 3 and 5 data associated with it. As such it's possible for a plate number to match on strip of 1 or strip of 3, but not on strip of 5. This would still count as a match.

Total Net types apply to all inventoried plate numbers.

Type	Description
Single PNC Row Item Value	The supplied price/your price for a single plate number.
Single PNC Row Net Value	The value * quantity calculated price.
Single PNC Row Buy Price	The purchase price for a single plate number. Purchase prices of \$0.00 are not allowed.
Single PNC Row Sell Price	The sell price for a single plate number. Purchase prices of \$0.00 are not allowed.
Single PNC Row Net Profit	The purchase minus sell price for a single grade, unless the Adjusted Net Profit preference is enabled, in which case this results in Net Profit of \$0.00 for any grade without a sell price.
Strip Total Net Value	The sum of Net value for all plate numbers based on the checkbox options for Strip of 1, 3 and 5.
Strip Total Buy Price	The sum of Buy value for all plate numbers based on the checkbox options for Strip of 1, 3 and 5.
Strip Total Sell Price	The sum of Sell value for all plate numbers based on the checkbox options for Strip of 1, 3 and 5.
Strip Total Net Profit	The sum of Net profit for all plate numbers based on the checkbox options for Strip of 1, 3 and 5.
Total Net Worth	The sum of all Net values for every plate number inventoried on the stamp record.
Total Net Buy Price	The sum of all Buy prices for every plate number inventoried on the stamp record.
Total Net Sell Price	The sum of all Sell prices for every plate number inventoried on the stamp record.
Total Net Profit	The sum of all Net profit values for all plate numbers.
Single PNC Row Quantity	The inventoried quantity of a single plate number. A value of zero is allowed.
Strip Net Quantity	The sum of quantities for all plate numbers based on the checkbox options for Strip of 1, 3, and 5.
Total Net Quantity	The sum of all quantities for all inventoried plate numbers.

### Filtering Rules

The following table indicates how PNC records and the stamp record the plate numbers are associated with will be filtered in the search. For searches where a single plate number is excluded from the report, it will still allow the stamp record to appear with the PNC records which did match the search conditions. However, if the search results in elimination of every plate number from the report, the stamp record will also be eliminated from the report.

Rule/Condition	Result on Failure
No inventoried PNC data present	The stamp record will never show in the report.
Default conditions (what you see when you click the <b>Reset</b> button) status.	Every stamp record which has at least one inventoried PNC plate record will appear in the report.
Comparison type of <b>All</b> for Values	No currency values will be subject to filtering – any plate number with a price will count.
Comparison type of <b>All</b> for Quantities	No quantities will be subject to filtering – any plate numbers with a quantity over 0 will count.
Strip of 1, 3 or 5 checkbox options are not checked.	They will be excluded from a search except when using either of value or quantity Types with the “Total” wording.
Strip of 1, 3, 5 Net profit, Net Buy, Net Sell, Net Quantity, or Net Value fail to match the search.	The entire stamp record is excluded from the report.
Total Net profit, net buy, net sell, net quantity or net worth failed to match the search.	The entire stamp record is excluded from the report.
Selected date ranges failed for buy/sell dates failed to match the search.	The entire stamp record is excluded from the report.
Text fields (Plate Number, Comments, Notes, Image Link) fail to match.	The plate number is excluded from the report. The conditions are all or nothing. If you enter text for plate number and notes, they must both match.
Suppress Zero quantity is enabled, but the plate number has no quantity.	Exclude the plate number from the report.

Rule/Condition	Result on Failure
Suppress Zero value is enabled, but the plate number has no value.	Exclude the plate number from the report.
Single PNC row search types where the grade Quantity, Net profit, purchase price, sell price, net value or net profit failed to match the search.	Exclude the plate number from the report.

### How PNC Strip of 1, 3, 5 Selections Work

You must check at least one of the three checkbox options named **Search on Strip 1/3/5** to execute a search. These three checkboxes will act as a filter for Strip and Single PNC Row based quantity/value Type attributes, dates and buy/sell prices. If the option is unchecked for Strip of 5 for example, then plate numbers which only have Strip of 5 data are excluded from the report. If the same plate numbers have Strip of 1 or Strip of 3 data, they will still be used for searching.

Totals Types in the quantity and value drop down lists will be applied to all Strip combinations for a given plate number, regardless of which of the three checkbox items are checked.

Each plate number is counted as “this record has data” for Strip of 1/3/5 based on the following fields:

- Value
- Quantity
- Net Value
- Purchase Date and Price
- Sell Date and Price
- Net Profit

The other fields (Image Link, Notes, Comments, Plate Number) are matched regardless of the 3 Strip of checkbox states.

### Performing the Search

Click on the **Find** button to search the country file for matching stamp records. If any matches are found, then the **Show** button will be enabled, allowing you to display the results using any of the 5 output types. If the **Show in Main Window** option is chosen, the first matching record will automatically be displayed in the main EzStamp window.

### Loading and Saving Search Conditions

Use the **Load** and **Save** buttons to store search conditions to files which can be recalled at a later time. These files are saved in the application folder under **Searches\PNC**.

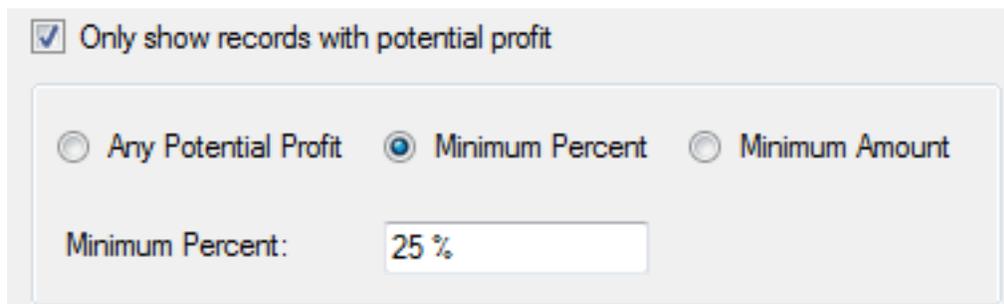
### Potential Profit Search Filter

The 4 options available from main EzStamp Search menu which can include a potential profit filter are:

- Grade Search
- FDC Cachet Search
- PNB Search
- PNC Search

*Note: The line item report also has an option for potential profit.*

Regardless of which search option is chosen, the way a filter is applied is identical. A check box option will be available called: *Only **Show Records with Potential Profit***. When checked the purchase/sell date information is replaced with these options:



The screenshot shows a user interface for filtering search results. At the top, there is a checked checkbox labeled "Only show records with potential profit". Below this, there are three radio button options: "Any Potential Profit", "Minimum Percent" (which is selected), and "Minimum Amount". Under the "Minimum Percent" option, there is a text input field labeled "Minimum Percent:" containing the value "25 %".

### Potential Profit Definition

A potential profit exists under the following conditions:

- You have an inventoried record (Grades, FDC, PNC, or PNB depending on the search dialog chosen).
- You have purchased the item and recorded a purchase price (purchase date is not required).
- The quantity purchased should be at least 1.
- There is a market value associated with the item, either pre-supplied or one you have provided.

Unless all of these conditions are satisfied, the item is not considered valid for a potential profit. If ALL items for the grade/FDC/PNC/PNB list for the Scott number

are not valid, the entire stamp record is excluded from the report. In other words, at least one item has to have a potential profit.

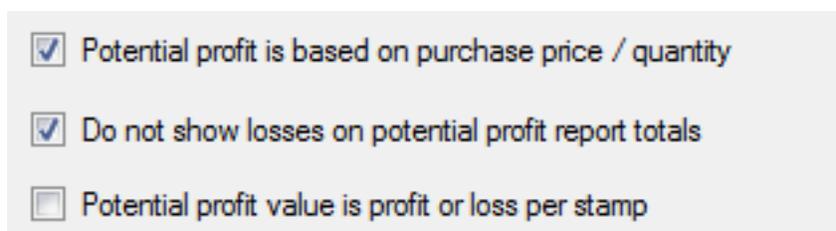
### Profit or Loss

If the market value is less than the purchase price, you have a potential loss. A general preferences option can be enabled to exclude any losses from the report.

A profit or loss is expressed as either a value or percentage. The report profiles can include either or both types.

### Calculation of Profit/Loss Values

There are 2 other key settings in the EzStamp preferences. For clarity, below is the section of the General 1 settings dialog showing all 3 preference options:



The second checkbox option was already mentioned earlier, to suppress showing potential losses on reports.

The first option will determine if the quantity in your inventory is based on how much you entered for the purchase price. This setting applies to all stamp records, so if you enter purchase prices differently for each stamp, the calculations for profit/loss will never be 100% accurate across the entire country file.

When this option is checked, it's assumed that the purchase price entered was for the entire group of stamps.

Example: Quantity 10, purchase price \$1000.00 implies each stamp was purchased for \$100.00.

With this option unchecked, it's assumed the purchase price you entered was on a per stamp basis. This, the price per stamp in the previous example would be \$1000.00.

The third option determines how the potential profit amount is displayed on the report - it doesn't affect the percentage loss or gain, as that was based on the per stamp price and current market value.

If this option is checked, then the potential profit is the reported gain (or loss) for each stamp you would sell (i.e. quantity 1 of the quantity of 10 in your inventory).

If this option is unchecked, then the profit is what you would get for selling every stamp in your inventory for that Grade/FDC/PNC/PNB item.

### **Any Potential Profit**

With this option checked, a stamp will appear on the report if at least one associated Grade/FDC/PNC/PNB item meets the 4 conditions for a potential profit. If no items match the conditions, the stamp record is excluded from the report.

### **Minimum Percent**

This option requires you to enter a threshold value, which can be positive, negative, or zero.

Examples:

**25%:** Only include stamps where at least one item has a potential profit of 25% or more.

**0:** Only include stamps where there is a potential profit of any amount.

**-50%:** Show any stamps where a potential loss of 50% or more happens.

### **Minimum Amount**

This is similar to the percentage option, but you will enter an amount based on the currency of the country file currently opened. You can use negative amounts to show potential losses only.

### **Report Profiles for Potential Profit**

EzStamp report profiles need to include at least one of the 2 potential profit attributes (percentage and currency value) to make the report meaningful. Since all profiles issues prior to this feature being added do not include potential profit fields, SoftPro has issues new default profiles for any time you check the potential profit option in one of the 4 search dialogs.

You will notice the available profiles in the drop down list changes to indicate those which you would use for a potential profit vs. those for normal report types. EzStamp doesn't block you from using any report profile in a potential profit scenario - you can customize any compatible report to include these 2 new fields and add them to the drop down list.

EzStamp simply maintains two sets of profiles to use and ensures that the top most profile in either list is the default one associated with a potential profit report and one for the default report type.

Report Profile:	Potential Profit Grades Report	£	¼	½	¾	€
Report Profile:	Default Grades Report (Potential Profit)	£	¼	½	¾	€

### Automatic Filtering of Grade, FDC, PNC and PNB Items

When you display a report with the potential profit option, any items which don't satisfy the 4 conditions mentioned earlier are automatically eliminated from the report. For example, if you have an inventoried MH-XF grade item without a purchase price, it will never appear in the report. The search option named **Exclude Non-Matching Grades** will be ignored regardless of its checked state.

## Grades Want List

The Grade want list report is similar to the Grade search option, but it differs in the fact that the report generates listings for grades which are not currently in your inventory with a quantity.

This dialog window is available from the **Want and Sell Lists** submenu under **Reports**. This report is not applicable to custom country files which have no pre-supplied stamp content from SoftPro.

The screenshot shows the 'Grades Want List' dialog box. It features two tabs: 'Grade Search Parameters' and 'Type Search Parameters'. The 'Grade Search Parameters' tab is selected and contains the following elements:

- Radio buttons for display options: 'Show in Spread Sheet Viewer' (selected), 'Show in Data Browser', 'Show in Thumbnail Viewer', 'Save as a Navigation List', and 'Show in Main Window'.
- Checkboxes for search filters: 'Main numbers only', 'Ignore Duplicates', and 'Report profile sort order' (all checked).
- Input fields for 'From Value (Blank = More than zero):' (1000) and 'To Value (Blank = Maximum Price):' (3000).
- A 'Report Profile' dropdown menu set to 'Default Grades Want List Report'.
- Buttons for 'Reset', 'Sort Order...', 'Load...', 'Save...', 'Find', 'Show', and 'Cancel'.

The 'Type Search Parameters' tab is partially visible, showing a list of stamp grades with checkboxes. The list includes:

- MH-VG - Mint Hinged - Very Good
- MH-F - Mint Hinged - Fine
- MH-VF - Mint Hinged - Very Fine
- MH-XF - Mint Hinged - Extra Fine
- MNH-VG - Mint Never Hinged - Very Good
- MNH-F - Mint Never Hinged - Fine
- MNH-VF - Mint Never Hinged - Very Fine (checked)
- MNH-XF - Mint Never Hinged - Extra Fine (checked)
- USED-VG - Used - Very Good
- USED-F - Used - Fine
- USED-VF - Used - Very Fine
- USED-XF - Used - Extra Fine
- PB-UL - Plate Block - Upper Left - Mint
- PB-UR - Plate Block - Upper Right - Mint
- PB-LL - Plate Block - Lower Left - Mint
- PB-LR - Plate Block - Lower Right - Mint
- PB-UL-USED - Plate Block - Upper Left - Used

At the bottom left of the dialog, a status bar indicates 'Matches: 0'.

The **Grade Search Parameters** tab contains the primary input conditions for the search. The second tab has default attributes which will not apply additional filtering of the stamp data. You can use the second tab to control additional filters which are combined with the results based on the first tab. For example, if the **Type Search Parameters** resulted in 100 matching records based on its input conditions, the grade search conditions in the first tab will be applied only to the 100 records which were matched on the type search based on the second tab.

In effect, the Type Search conditions are applied *before* the grade search conditions.

### **From and To Values**

If the From value is left blank, then there is no minimum grade market value to restrict the results.

If the To value is left blank, then there is no maximum market value.

Examples:

From value of \$1,000 = show all market values at least this amount.

To value of \$5,000 = show only market values up to and including this amount.

From = 100.00 and To = 999.99 = show only market values between 100.00 and 1000.00.

### **Grade List**

The grade list chosen represents only those grades you want to show in the report. Any grade for a matching stamp record that is either NOT in this list or is in your inventory with a quantity of 1 or more will be excluded from the report.

## PNC Want List

The PNC want list report is similar to the PNC search option, but it differs in the fact that the report generates listings for plate numbers which are not currently in your inventory.

This dialog window is available from the **Want and Sell Lists** submenu under **Reports**. This report is not applicable to custom country files which have no pre-supplied stamp content from SoftPro.

The screenshot shows the 'PNC Want List' dialog box with the following details:

- Windows Title:** PNC Want List
- Active Tab:** PNC Search Parameters
- Options:**
  - Show in Spread Sheet Viewer
  - Show in Data Browser
  - Show in Thumbnail Viewer
  - Save as a Navigation List
  - Show in Main Window
- Value Fields:**
  - From Value (Blank = More than zero): [Empty Text Box]
  - To Value (Blank = Maximum Price): [Empty Text Box]
- Search Filters:**
  - Search on Strip of 1
  - Search on Strip of 3
  - Search on Strip of 5
  - Main numbers only
  - Use the sort order in the report profile
  - Ignore Duplicates
- Report Profile:** Default PNC Want List Report
- Buttons:** Reset, Sort Order..., Load..., Save..., Find, Show, Cancel
- Status Bar:** Matches: 0

The **PNC Search Parameters** tab contains the primary input conditions for the search. The second tab has default attributes which will not apply additional filtering of the stamp data. You can use the second tab to control additional filters which are combined with the results based on the first tab. For example, if the **Type Search Parameters** resulted in 100 matching records based on its input conditions, the PNC search conditions in the first tab will be applied only to the 100 records which were matched on the type search based on the second tab.

In effect, the Type Search conditions are applied *before* the PNC search conditions.

### **From and To Values**

If the From value is left blank, then there is no minimum price value to restrict the results.

If the To value is left blank, then there is no maximum price.

Examples:

From value of \$1,000 = show all prices at least this amount.

To value of \$5,000 = show only prices up to and included this amount.

From = 100.00 and to = 999.99 = show only prices between 100.00 and 1000.00.

### **Strip Selection**

Use the 3 checkbox options to restrict the results to specific Strip Of types.

## PNB Want List

The PNB want list report is similar to the PNB search option, but it differs in the fact that the report generates listings for plate numbers which are not currently in your inventory.

This dialog window is available from the **Want and Sell Lists** submenu under **Reports**. This report is not applicable to custom country files which have no pre-supplied stamp content from SoftPro.

PNB Want List

PNB Search Parameters | Type Search Parameters

Show in Spread Sheet Viewer  
 Show in Data Browser  
 Show in Thumbnail Viewer  
 Save as a Navigation List  
 Show in Main Window

From Value (Blank = More than zero): 175  
 To Value (Blank = Maximum Price):

Search on VF-H  
 Search on VF-NH  
 Main numbers only  
 Use the sort order in the report profile  
 Ignore Duplicates

Report Profile: Default PNB Want List Report

Reset | Sort Order... | Load... | Save... | Find | Show | Cancel

Matches: 0

The **PNB Search Parameters** tab contains the primary input conditions for the search. The second tab has default attributes which will not apply additional filtering of the stamp data. You can use the second tab to control additional filters which are combined with the results based on the first tab. For example, if the **Type Search Parameters** resulted in 100 matching records based on its input conditions, the search conditions in the first tab will be applied only to the 100 records which were matched on the type search based on the second tab.

In effect, the Type Search conditions are applied *before* the PNC search conditions.

### **From and To Values**

If the From value is left blank, then there is no minimum price value to restrict the results.

If the To value is left blank, then there is no maximum price.

Examples:

From value of \$1,000 = show all prices at least this amount.

To value of \$5,000 = show only prices up to and included this amount.

From = 100.00 and to = 999.99 = show only prices between 100.00 and 1000.00.

### **Price Type Selection**

Use the VF-H and VF-NH to choose the value type(s) to show in the report.

## Pre-Supplied Data Differences

This is a special report which examines every stamp record in the country file and looks for changes you have made to pre-supplied stamp information. The search uses a special report profile EzPre-Supplied.rpt which contains all of the fields which represent pre-supplied data. The search works much like EzBrowse, in that the results are immediately placed into the Report Viewer. The contents of this report are basically a visual representation of all of the data which is exported from the supplied pricing update window using the **Export Customizations** option.

## Change History

EzStamp keeps track of changes to inventoried stamp records using internal date stamps on each record type. The change history option can be used to find records which have been saved within a recent period of time. This option is available in the **Search** menu under **Change History**.

Date stamps are recorded for the following record types:

Primary Stamp information	Information which appears in the Stamp Details area on the main EzStamp window.
PNB Data	Information which appears in the PNB data grid (PNB tab) of the main EzStamp window.
PNC Data	Information which appears in the PNC data grid (PNC tab) of the main EzStamp window.
FDC Cachet Data	Information which appears in the FDC data grid (FDC tab) of the main EzStamp window.

Custom Fields	Custom fields which you create and assign to the country file.
Inventoried Grades	Grade information which appears in the Grades data grid (Grades tab) of the main EzStamp window.

### Date Range Type

Use one of the three radio button options to create a date range based on recent days, months, or a specific range using a starting and ending date. When specifying a date range, two input windows with date picker browse buttons will appear in place of the single days/months input field.

### Running a Change History Search

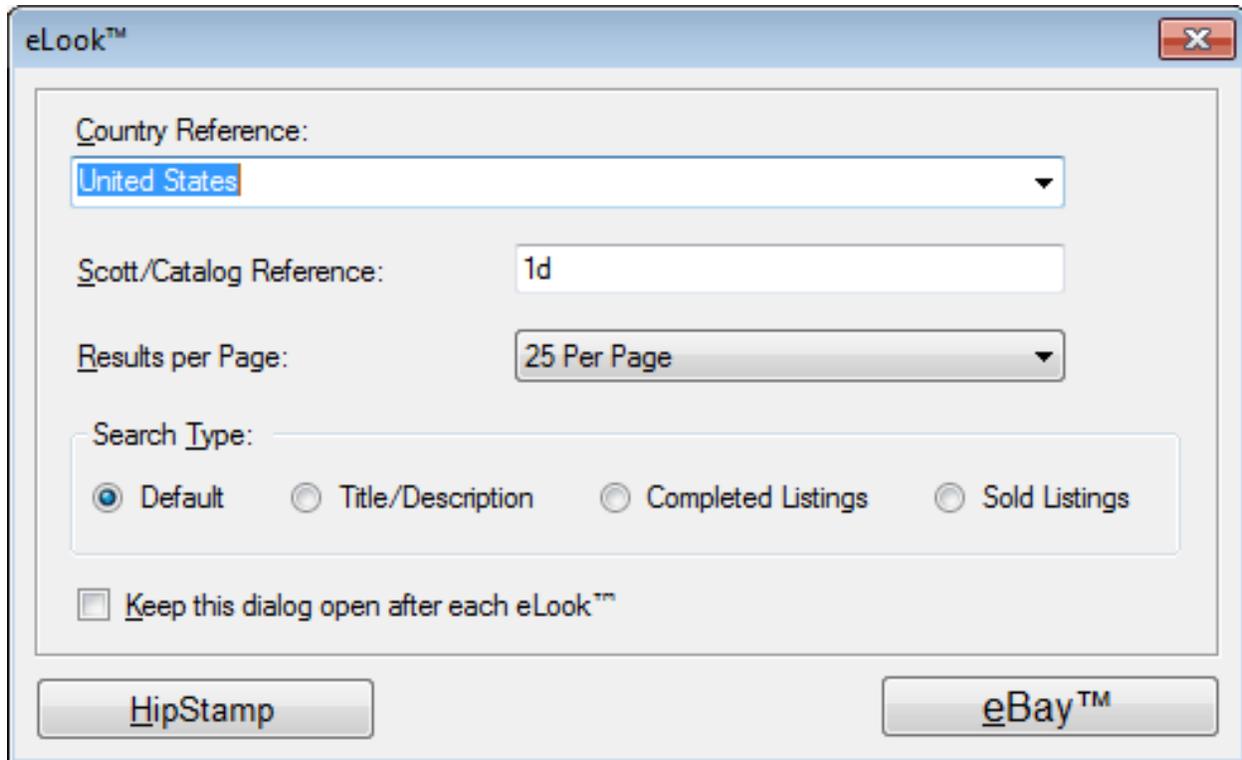
Click on the **Find** button to start a search. If any matches are found the **Save** and **Show** buttons are enabled.

Click on **Save** to write the change history to a plain text file. EzStamp doesn't record previous values which were changes to new values – only a general indication of what record type was changed based on Scott number will be saved.

Click on **Show** to assign the results to a new Navigation List which will be automatically activate in the main EzStamp window.

## eLook™

This feature allows you to perform an eBay™ or HipStamp search using your default Internet browser. This option is available in the **Search** menu under **eLook™**.



The screenshot shows the eLook™ dialog box with the following settings:

- Country Reference: United States
- Scott/Catalog Reference: 1d
- Results per Page: 25 Per Page
- Search Type: Default (selected)
- Keep this dialog open after each eLook™:

Buttons at the bottom: HipStamp, eBay™

The country reference will be pre-populated from the current open country file. You can choose any other reference from the drop down list.

The Scott/Catalog reference number will be taken from the current active stamp record in the main EzStamp window. You can type in any other matching text string in this field.

The Results per Page is only used for eBay™ searches. The search type is also only applicable for eBay™ searches.

Check the *Keep this dialog open* option to leave the dialog window open after running the search. This allows you to perform multiple searches.

Click on either the **HipStamp** or **eBay™** button to perform the appropriate search. EzStamp will launch your default Internet browser to point to the corresponding web page with the matching search conditions.

## EzStamp Basic and Advanced Reports

The Reports menu contains several items which make use of the same Basic and Advanced Field Search windows to enter the search input conditions. Since these report types use identical search input windows (the basic and advanced field search) are all identical, this section will focus on the differences which are apparent in the Report Viewer, based on the report profile assigned to each type.

### Report Summary

The following table summarizes the report types and what they are for.

Report	Description
Basic Inventory	This report is intended to give you a very quick summary of what you have inventoried in a simple format. No grade details or grade quantities are shown, but instead the total # of stamps inventoried for the Scott #.
Detailed Inventory	This report is designed to provide details at the grade level for each stamp that you have inventoried.
Customized Entries	This report shows any custom entries (new varieties) that you have made which were not listed in the supplied database, and any customizations which have been made to pre-supplied stamp information.
Cross Reference	This report provided basic information for Location, X-Reference, and alternate catalog ID values which can be associated with a stamp record.
Mint Inventory	This report will display all Mint singles that you have inventoried.
Used Inventory	This report will display all Used singles that you have inventoried.
Mint Sheets	This report is used to display all Mint Sheets that you have inventoried.
Plate Block and Covers	This report includes information based on inventoried plate block, Cover and FDC grades. This report does not include FDC Cachet data.
Line Pair	This report includes information based on inventoried line pair grades.
Comments	This report provides a simple listing of all inventoried stamps which you have attached comments to.
Quick Stats 1	Use this report to print a quick summary of your inventory with valuations.

<b>Report</b>	<b>Description</b>
Quick Stats 2	This report is identical to the Qstats1 report except that FDC, Cover and Plate Block information has been added.
Quick Stats 3	This report is the most comprehensive of the QuickStats reports, which adds Plate Number Block and Plate Number Coil information. Note that PNB data is currently only supplied for the Canada database & PNC data is only supplied for the USA database.
Stamp Info	This report is a summary listing of the basic supplied information pertaining to a given stamp. It can be useful for a quick overall glance at the details for a given country file.
Want List	A want list is a report containing all stamp records from the pre-supplied data which are not yet part of your inventory.
Priority Want List	This report contains record of all stamps which you have added using the special PWL icon (shopping cart) from the main EzStamp window. The PWL can add want list entries at the grade or stamp level, and can include stamps which are already part of your inventory.
Priority Sell List	This is the counterpart to the PWL. This report contains record of all stamps which you have added using the special PSL icon (green dollar symbol) from the main EzStamp window. The PSL can also add entries at the grade or stamp level, and don't need to be in your inventory.

### **Pre-Supplied Report Profiles**

Each of the above report types uses a unique report profile, which begins with the word "Default". These pre-supplied profiles are characterized by field lists containing the set of stamp attributes to appear on reports. You will not be able to modify the pre-supplied profile field lists, but you can change the other report attributes.

If you need to add, remove, or otherwise customize a default report profile, you will need to make a copy of report file using the report profile editor, and attach it to any search/report using the drop down list provided in input condition dialog windows. Once you assign a customized report profile, it will remain as the "new default" until such time as you change to a different profile.

### Report Fields

The following table shows which fields are assigned to each report type for the list from the previous section. There are many additional fields not shown below which can be added to a custom report profile.

Report	Field List	
Basic Inventory	Scott Number Mint Price Used Price Year Issued	Denom. & Color Perforation Notes Grade Quantity
Detailed Inventory	Scott Number Grade Quantity NH Percent Mint Qty Used Qty Net Mint Net Used Net Worth	VG Mint Qty + Net F Mint Qty + Net VF Mint Qty + Net XF Mint Qty + Net VG Used Qty + Net F Used Qty + Net VF Used Qty + Net XF Used Qty + Net
Customized Entries	Scott Number Year Issued Date of Issue Denom. & Color	Perforation Watermark Notes Image Link 1
Cross Reference	Scott Number User Cat ID #1 Mint Price X-Reference Location Grade Quantity	Mint Qty Used Qty Net Mint Net Used Net Worth
Mint Inventory	Scott Number Mint Price Mint Qty Net Mint Purchase Price VG Mint H Qty + Val F Mint H Qty + Val	VF Mint H Qty + Val XF Mint H Qty + Val VG Mint NH Qty + Val F Mint NH Qty + Val VF Mint NH Qty + Val XF Mint NH Qty + Val
Used Inventory	Scott Number Used Price Used Qty Net Used	VG Used NH Qty + Val F Used NH Qty + Val VF Used NH Qty + Val XF Used NH Qty + Val
Mint Sheets	Scott Number Mint Sheet Price Mint Sheet Size	Mint Sheet Qty Net Mint Sheet

Report	Field List	
Plate Block and Covers	Scott Number PB Mint Price FDC Price Plate Block Size PB UL Qty PB UR Qty PB LL Qty PB LR Qty	PB Tot Qty FDC Qty Cover Qty Net Cover Worth Net PB Worth Net FDC Worth Net Worth
Line Pair	Scott Number Line Pair Mint Price Line Pair User Price Line Pair Qty	Net Line Pair LP Mint Qty + Val LP Used Qty + Val
Comments	Scott Number	Comments
Quick Stats 1	Scott Number Mint Price Used Price Mint Qty Used Qty	Mint + Used Qty Net Mint Net Used Net Worth Purchase Price
Quick Stats 2	Scott Number Mint Price Used Price Mint Qty Used Qty Mint + Used Qty	Net Mint Net Used Net PB Worth Net FDC Worth Net Worth Purchase Price
Quick Stats 3	Scott Number Mint Price Used Price Mint Qty Used Qty Mint + Used Qty Net Mint Net Used	Net PB Worth Net FDC Worth Net FDC Cachet Net PNB Worth Net PNC Worth Net Worth Purchase Price
Stamp Info	Scott Number Mint Price Used Price Year Issued	Denom. & Color Perforation Watermark Notes
Want List	Scott Number Mint Price Used Price Year Issued	Denom. & Color Perforation Notes
Priority Want List	Scott Number	Perforation

Report	Field List	
	Mint Price Used Price Year Issued Denom. & Color	Notes PWL Grade PWL Qty PWL Type
Priority Sell List	Scott Number Mint Price Used Price Denom. & Color Notes Mint Qty	Used Qty Net Buy Price Net Sell Price PSL Grade PSL Qty PSL Type

### Line Item Reports

This report type displays inventoried grade, PNB, PNC and FDC cachet records on a line by line basis. The report will only count records where the inventoried quantity is not zero.

The dialog window is divided into 2 parts. The majority of the window is a copy of the search attributes provided by the standard reports' Advanced Field search capabilities.

The remaining items are provided to filter down the search and display based on one of the 4 line item types for inventoried data, using the 4 checkbox options below the **Duplicates** drop down list.

Note that for PNB and PNC data, there is no option to filter additionally by type. For example, a PNB search will look for and display both VF-H and VF-NH records.

For grade data, you can use the grade filter list on the right side of the window. Check the All Grades option to search and display on all grade types.

The method by which the search works is based on the combination of the 4 checkbox options and the advanced search attribute items.

The Line Item report can be found under the **Reports** menu. The default shortcut key **Ctrl+F1** has been assigned to this menu item.

The primary search conditions (i.e. Scott Range, Types to Show, DOI, Year, etc.) are applied first to generate an intermediate set of stamp records. Then the combination of the 4 checkbox options and the grade filter list is applied to this, to result in a final list of stamp records for the report.

The default report profile will display only the following fields:

- Scott #
- Data Type
- Grade Name or Plate/FDC Number
- Your value or a pre-supplied value if available
- Net Value

You can create custom Line Item reports with additional fields using the **Line Item Profile Editor** option from the **Reports** menu.

### Potential Profit Filter

Similar to the FDC, PNC, PNB and Grade searches, you can choose to run a potential profit report by choosing one of the options from the Potential Profit drop down list.

Refer to the **Potential Profit** help topic for more information. Note that the line item reports include all 4 of the item types from those other searches, so the visibility for a stamp record is at least one item from Grades, PNC, PNB or FDC

inventoried data. For example, if there were no matches for PNC, PNB or FDC items, but there was a match for a MH-VF grade item, the stamp will appear on the line item report.

### Performing the Search

Click on the **Find** button to search the country file for matching stamp records. If any matches are found, then the **Show** button will be enabled, allowing you to display the results in a spreadsheet viewer. From the viewer you can sort any of the columns of data, print the report, or use options to transform all or part of the report to a Thumbnail View, Stamp List or Navigation List.

### Loading and Saving Search Conditions

Use the **Load** and **Save** buttons to store search conditions to files which can be recalled at a later time. These files are saved in the application folder under **Searches\LIR**.

Line Item Report, Main and sub numbers, From #1 to #ZZZZZ99999ZZZZZ, Using NH%

Options Bookmarks View Summary Help

Rec. #	Scott #	Type	Grade/No.	Your Value	Quantity	Net Val
1,700	2122A	Grade	MNH-XF	\$86.62	1	\$86.62
1,701	2123	Grade	MNH-XF	\$0.31	2	\$0.62
1,702	2123	PNC So3	2	\$0.80	1	\$0.80
1,703	2123A	Grade	MNH-XF	\$0.31	3	\$0.93
1,704	2123A	PNC So3	1	\$4.25	1	\$4.25
1,705	2124	Grade	MNH-XF	\$0.31	2	\$0.62
1,706	2124	PNC So3	4	\$0.90	1	\$0.90
1,707	2124A	Grade	MNH-XF	\$0.62	2	\$1.24
1,708	2124A	PNC So3	4	\$1.40	1	\$1.40
1,709	2125	Grade	MNH-XF	\$0.31	3	\$0.93
1,710	2125	PNC So3	1	\$1.50	1	\$1.50
1,711	2125A	Grade	MNH-XF	\$0.31	2	\$0.62
1,712	2125A	PNC So3	1	\$1.65	1	\$1.65
1,713	2126	Grade	MNH-XF	\$0.31	1	\$0.31
1,714	2126	PNC So3	1	\$1.40	1	\$1.40
1,715	2126A	Grade	MNH-XF	\$0.31	2	\$0.62
1,716	2126A	PNC So3	1	\$1.50	1	\$1.50
1,717	2127	Grade	MNH-XF	\$0.31	1	\$0.31
1,718	2127	PNC So3	1	\$2.00	1	\$2.00
1,719	2127A	Grade	MNH-XF	\$0.31	1	\$0.31
1,720	2127B	Grade	MNH-XF	\$0.31	3	\$0.93
1,721	2127B	PNC So3	1	\$1.50	1	\$1.50
1,722	2128	Grade	MNH-XF	\$0.31	2	\$0.62

Marked: 0 Scott: 11

The report viewer is a limited version of the standard reports' spreadsheet viewer. You have no option to edit, add, or remove stamp record information. However, you can use the summary menu options to view some of the stamp details.

If you need more access to the records, you can assign all or part of the report to a Navigation List, and then transfer that to the normal viewer, which will have all of the editing features available to use.

### **Detailed Line Item Reports**

A second line item report option is available under the same submenu which is based on the customized information which you can add to the record:

- Purchase date, price and who the item was purchased from.
- Sell date, price, and who the item was sold to.
- Custom image link (not applicable to grades).
- Item location.
- Your comments.
- Item description (PNC, PNB and FDC cachet records only).
- Quantity (for PNC these are the 3 Strip values, for PNB VF-H and VF-NH).

The search criteria for a detailed line item report is broken into a dialog with 2 tabs of information. The first tab is the same as for the Basic Line Item report. The second tab is for the list of customized attributes previously mentioned.

Note that for prices and quantities, the values must be non-zero to match. For dates, a purchased or sold date must be present in the record. There is no provision on this report type to show records which contain "blank" attributes or values of zero.

The screenshot shows a software window titled "Detailed Line Item Report" with a tabbed interface. The active tab is "Stamp Criteria", with another tab "Grade / PNC / PNB / FDC Criteria" visible. The "Stamp Criteria" section contains two main filter groups: "PNB Types" and "PNC Types".

- PNB Types:** Includes checkboxes for "Include VF-H" and "Include VF-NH", both of which are checked.
- PNC Types:** Includes checkboxes for "Include Strip of 1", "Include Strip of 3", and "Include Strip of 5", all of which are checked.

Other filter options include "Assigned Image Links" (unchecked), "Purchased From" (with fields for Price Between, Date Between, and Seller), and "Sold To" (with fields for Price Between, Date Between, and Buyer). There is also a "Quantity Range" section with "From Quantity" and "To Quantity" fields. At the bottom, there are buttons for "Reset", "Load...", "Save...", "Find", "Show", and "Cancel". A status bar at the very bottom indicates "Matches: 0".

### PNC and PNB Subfilters

When checking the PNB or PNC options in the first tab, you can filter out specific types for these records using the 5 checkbox options in the second tab. You will not be able to uncheck all of them for a specific type.

### Between Settings for Prices, Dates and Quantities

These values are shown on the screen with two input fields for a "From" and a "To" value. Both are optional, however at least one of the two must be entered to perform a filtered search. Consider the Purchased From price:

- If both values are entered, the purchased price must be between or equal to those 2 values.
- If only the first value is entered, then a match is based on all purchase prices greater than or equal to the value entered.
- If only the second value is entered, the match is based on all purchase prices greater than zero and up to and including the value entered.

### Text Keyword Matching

For buyers, sellers, description, comments and location, the values entered are partial matches and act as a keyword to the overall value. For example, you don't enter a full location to match on, unless you want to use the full value or choose one from the drop down list. You can enter part of the location and it will still count as a matching condition.

Text matching is not case-sensitive.

### Image Links

If you check this option, only records which contain a custom image link will be reported. If you check the grades option, no matching grades will ever be reported, as grades can't have image links.

### Description Matching

Descriptions are either custom or pre-supplied values applicable to PNC, PNB and FDC cachet record types. They do not apply to regular stamp grades.

A description filter will ignore all other match conditions and acts as a simple means to report all PNC, PNB and FDC records which match the description entered. As such, do not enter a description in combination with any other values available in the second tab of this search window.

### Match Combinations

When more than one value is entered into the second tab of the search window, it acts as an additional filter taking in combination with all previous values entered. For example:

- Purchase Price greater than \$100.00
- Purchase Date between December 1, 2019 and December 31, 2019

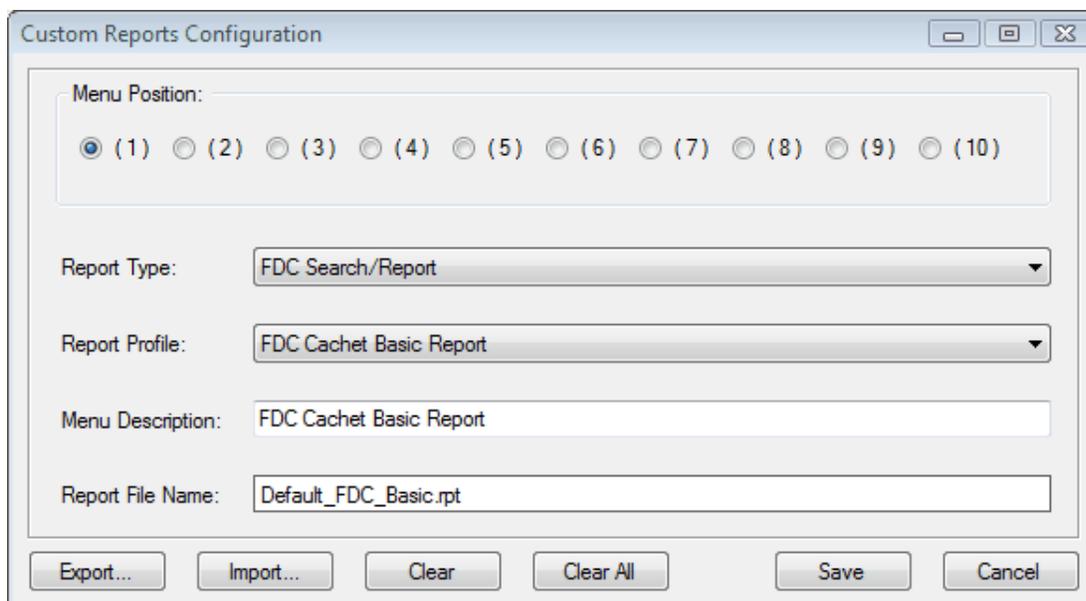
The record will only be reported if BOTH conditions are satisfied, as opposed to *either* condition being satisfied.

Keep in mind that the conditions in the first tab of the search window take precedence. Once a record is matched from the primary criteria of the first tab, only those matched records are filtered based on the criteria from the second tab.

## Custom Report Assignments

When you create many custom report profiles, you might want to be able to assign these to specific reports or searches without changing the default profiles assigned to the items under the Search and Reports menus. This is where the Custom Report Assignments feature helps.

A submenu is available in **Reports** under the **Custom Reports** menu item. This submenu contains 10 custom search/report positions where you can assign a custom profile to, along with the associate search/report type. Use the **Assign or Remove Reports** item under the submenu to attach a search/report to one of the 10 available positions.



The 10 radio buttons are used to select one of the 10 menu positions to assign a report to. As you click each button, the information in this dialog window will change to reflect the report currently assigned to that position.

### Report Types

The following searches and reports can be assigned to a custom report position:

Quick Stats 1	PNB Search/Report
Quick Stats 2	FDC Search/Report
Quick Stats 3	Power Search/Report
Basic Inventory	Keyword Search/Report
Detailed Inventory	Supplied Price Search/Report
Mint Inventory	Supplied Search (Year Issued)
Used Inventory	Supplied Search (Denomination & Color)
Mint Sheets	Supplied Search (Date of Issue)
Plate Block and Covers	Supplied Search (Watermark)
Customized Records/Data	Supplied Search (Perforation)
X-Ref/Location Report	Supplied Search (Notes)
Comments Report	Inventory Search (Location)
Stamp Information	Inventory Search (X-Ref)
Want List	Inventory Search (Comments)
Priority Want List	Inventory Search (Category)

Priority Sell List	Inventory Search (Custom Fields)
Grade Search/Report	EzBrowse
PNC Search/Report	EzInventory

### Report Profiles

Only customized report profiles can be assigned to a custom report menu position. The pre-supplied "Default" profiles will not appear in this list. Use the Custom Report Editor to create new report profiles, or make copies from any of the pre-supplied stock reports.

### Menu Description and Report File Name

When you pick a report profile, the file name and current description embedded in the RPT file will be shown below the profile drop down list. You will not be able to rename the profile; however you can label the report to any text of your choosing. This description is what will appear in the submenu when you select it from the main EzStamp menu.

### Exporting and Importing Report Sets

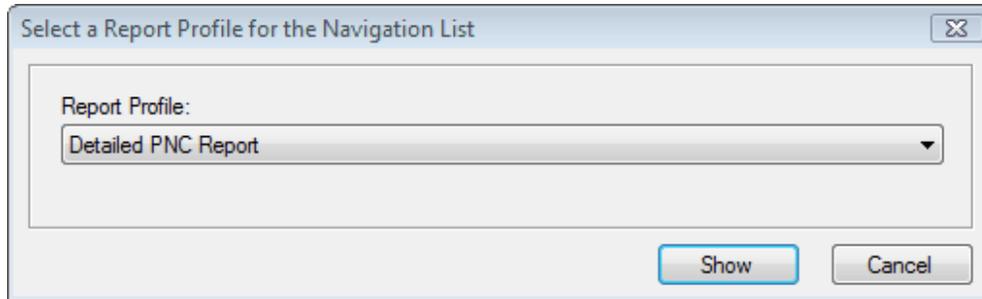
Even though you are limited to 10 custom report positions in the submenu, you can swap out profile sets using the Export and Import buttons. Use the **Clear** button to remove a report from a submenu position. The **Clear All** button will reset all submenu positions to empty status.

Clicking on **Save** will assign the report positions to main EzStamp menu, and also save this information to a special pre-named report set file in the application installation path. This will retain your custom menu assignments after EzStamp has been closed down.

### Navigation List Report

Navigation Lists are simply a list of stamp records maintained by EzStamp and accessible using the purple arrow buttons in the main toolbar. These lists can be generated from Reports, Bookmarks, Tags, Stamp Lists, and Searches. A navigation list has no special formatting characteristics – it's just a collection of Scott/Alternate Catalog ID numbers.

Since a report profile is just the method by which to display a collection of stamp records, a special menu option under Reports has been provided for ad-hoc reports using the current navigation list. This item has the appropriate name of **Navigation List**. The dialog window is quite simple:



Choose a report profile (every pre-supplied and custom report profile is available in the drop down list) and click **Show** to bring up the Report Viewer.

### Global Searches for Reports

Several of the options under the Search and Reports menus will display a button named **Global** in the associated search criteria window.

Global searches work exactly the same as a normal search with 3 notable exceptions:

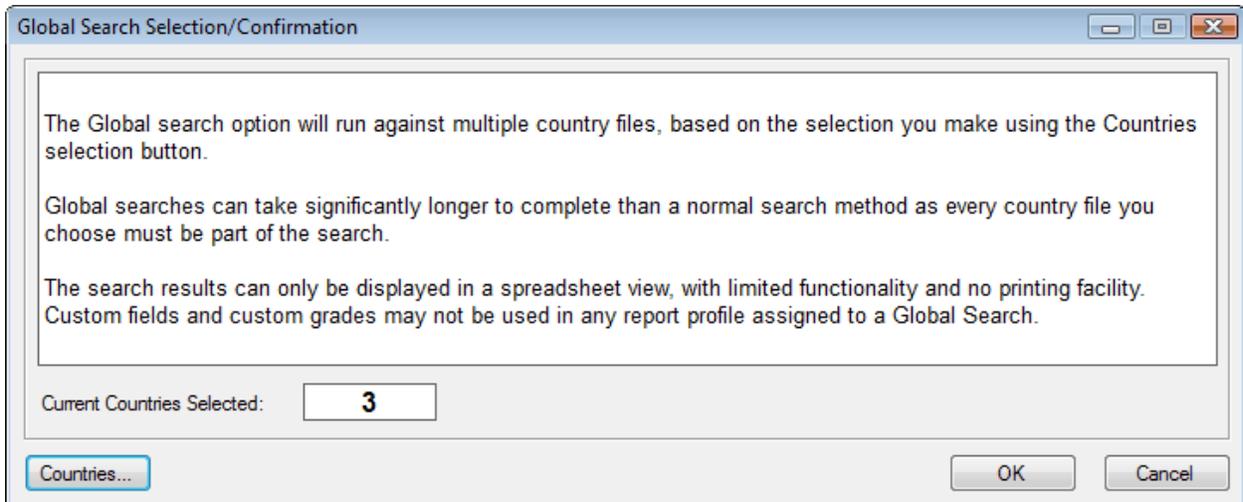
1. The search is performed on a selection of one or more country files.
2. The results of a search are always displayed in a floating spreadsheet-style window alongside the main EzStamp window, or as a set of thumbnail images. This is handled as two independent Tabs in the same global view window.
3. You may not create a printed report from the search results.

Global searches can take longer to execute, and this is based on the following conditions:

- a. The number of countries searched.
- b. The number of stamp records in each country file selected.
- c. The performance of your PC, in terms of opening and closing country files, as each file will need to be opened in turn while the search is running.

### Initiating a Search

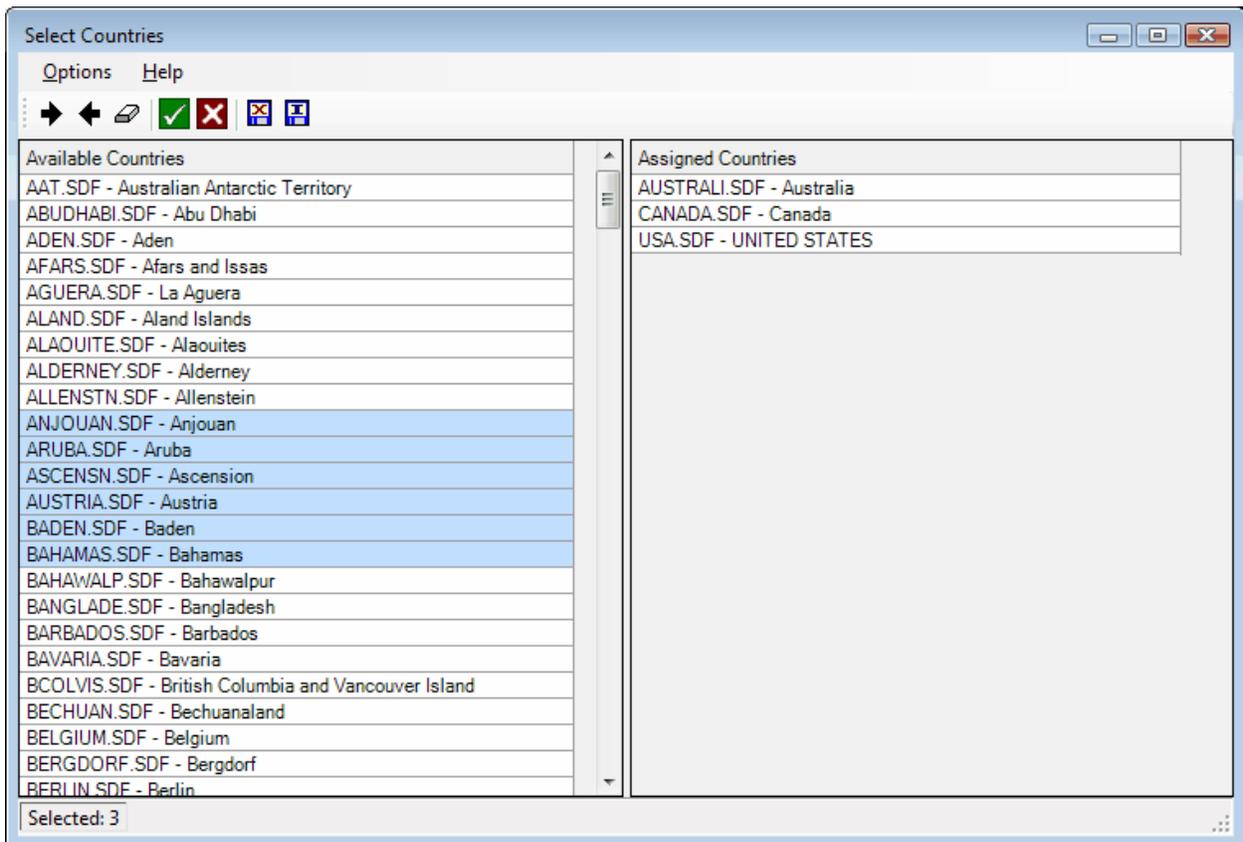
When you click on the Global button, a small confirmation window will appear, like the one shown below.



The selection of countries is always retained between searches. You can choose which countries should be involved in a global search by clicking on the **Countries** button. Click **OK** to start the search.

### Selecting Countries

Clicking on the Countries button will present a selection window as shown below:



The available countries are shown in left list and the assigned countries in the right list. To add countries to the assigned list, select from the available list, and right click or click on the right arrow in the toolbar.

To remove countries from the list, select them in the assigned list and right click or click on the left arrow in the toolbar.

Use the export and import options to save and load custom country selections.

Click on the accept button (green check) to use the assigned list of countries for the search.

### **Search Progress and Cancellation**

Since a Global search can take longer to finish over a normal search, a progress bar window will popup when the search begins. You can click on the Cancel button at any time to stop the search.

### **Showing Search Results**

When the search completes, the total number of stamp records matched will be displayed just like a normal search. Click on the **Show** button to close the search window and display the stamp records in the Global Search Window. The format of this window will be based on the current report profile assigned in the associated search window.

Global Thumbnails - 1 of 10,150 Records

Search Data Thumbnail Images

Rec. #	Country File	Scott #	Mint Price	Used Price	Mint PB
10	USA	1_5	\$6,915.90	\$608.25	
11	USA	1_6	\$8,644.85	\$712.65	
12	USA	1_7	\$6,915.90	\$608.25	
13	USA	1_8	\$6,915.90	\$608.25	
14	USA	2	\$37,122.05	\$1,495.05	
15	USA	2a		\$13,730.05	
16	USA	2b		\$36,613.50	
17	USA	2c		\$11,696.00	
18	USA	2_1	\$37,122.05	\$1,495.05	
19	USA	2_2		\$1,469.60	
20	USA	3	\$857.70		
21	USA	4	\$1,067.90		
22	USA	5	\$249,175.30	\$90,516.75	
23	USA	5A	\$34,235.60	\$10,639.05	
24	USA	6	\$46,247.35	\$13,669.90	
25	USA	6b	\$7,449.85	\$3,170.40	
26	USA	7	\$1,373.00	\$194.70	
27	USA	8	\$26,951.60	\$3,732.55	
28	USA	8A	\$6,356.50	\$1,296.75	
29	USA	9	\$928.95	\$153.15	
30	USA	9a			

### Viewer Options

The viewer window is a floating, sizeable window, and works similar to a Stamp List view. The first column of a global report is always the country file reference.



1	Show the current selected record in the main EzStamp window. This can also be done by double clicking the stamp record in the spreadsheet view. If the country file opened is not the same as the stamp record selected, the current country file will be closed and the new country file opened.
2	Recall the previous search results. If you close down the search window or restart EzStamp, you can always recall the previous search results by using this option. Note that executing a new search will overwrite the previous search, unless you choose to the export option to save the search results permanently.
3	Use the export button to save the current search results to a safe location

	within EzStamp. The search files are always stored in fail pairs with .GSC and .GSD extensions. They can be found in the Searches\Global subdirectory of the EzStamp installation path. Global search files can be quite large depending on the number of matching stamp records and the number of columns in the report profiles used with the search.
4	Use the import option to recall a previously exported search. See below for more details on managing saved search files.
5	EzStamp will retain the width of each column of data in the spreadsheet to a settings file, which is preserved even after EzStamp is closed. The settings are tied to the report profile chosen. You can click this button to reset the custom column sizes to default values.
6	This option performs a limited version of the Rapid Multi-Entry (RME) feature of EzStamp. See below for more details.
7	Use this button to toggle the stamp image preview on and off. Only the first primary stamp image is displayed, and it will either be a custom image or pre-supplied image depending on which one is available.
8	This option will create a multi-record export to AlbumGen provided that the application is installed onto your PC. This is identical to the feature available under the normal report viewer, but it will extend across multiple country files. This feature may take time to run based on the number of country files which need to be opened and closed to retrieve the information required by AlbumGen.
9	The global search results window doesn't offer the full feature set of the normal report view, given that the latter option is only intended to be used with a single country file at a time. However, you can transfer the data for any given country file in the global search view directly to the normal report viewer. Simply select a country record, and click on this button to perform the report transfer. All records associated with the country of the selected stamp record will be transferred to the standard report view.
10	A global search file will store the search conditions which summarize the conditions by which the search was performed. Click this button to show those search conditions.

### Thumbnail Image View

The second tab of the global view window will display thumbnail images, much the same as the country-specific thumbnail image window works. There are two restrictions to the global thumbnail view:

- No catalogue ID formats other than Scott number are allowed.

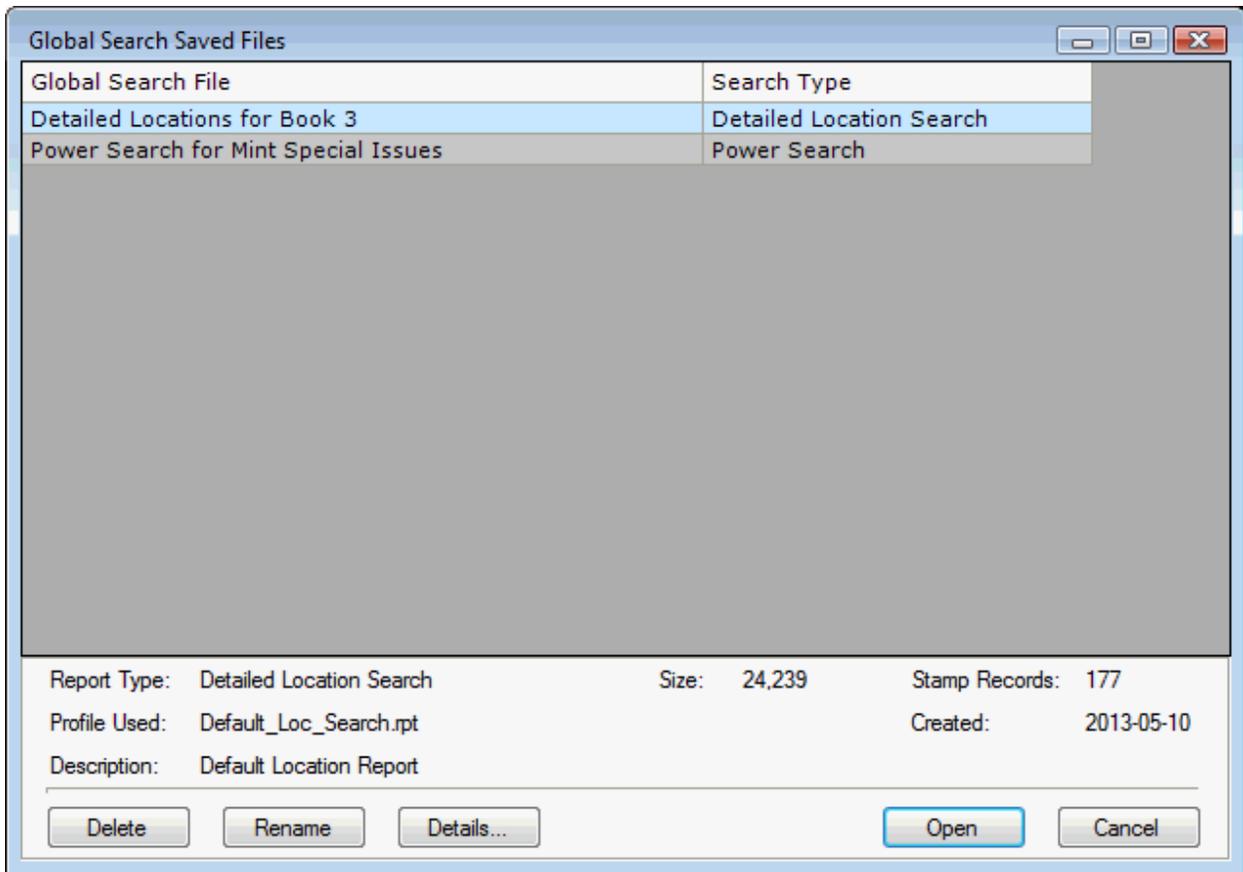
- Only the primary stamp image can be displayed.

The navigation options are the same as the normal thumbnail viewer. The number of stamp rows and columns is independent of the normal viewer and can be set in the EzStamp General Preferences.



### Managing Global Search Files

Since search files can be large, the import option provides a special screen to performance maintenance on the search files.



For any selected search file, the report type, profile information, size, record count and creation date are shown in the bottom panel.

Use the **Delete** button to permanently remove the selected search files from your PC.

Use the **Rename** button to change the name of the selected search file.

Use the **Details** button to show the search conditions for the selected file. This works the same as the Info button from the Global Viewer window.

Click on **Open** to import the selected search file into the Global Viewer window, replacing the existing search results. You may also double click any row in the list to open the search file.

You can sort the list of search files by clicking on the caption above either of the columns, to sort by file name or report search type.

### Rapid Inventory (Rapid Multi-Entry)

Use this option to add selected stamp records to your inventory. The option will not update any stamp records which are already part of your inventory.

Global Multi Inventory - Total Grades: 1

<input type="checkbox"/>	MH-VG	Quantity:	<input type="text"/>
<input type="checkbox"/>	MH-F	Quantity:	<input type="text"/>
<input checked="" type="checkbox"/>	MH-VF	Quantity:	1
<input type="checkbox"/>	MH-XF	Quantity:	<input type="text"/>
<input type="checkbox"/>	MNH-VG	Quantity:	<input type="text"/>
<input type="checkbox"/>	MNH-F	Quantity:	<input type="text"/>
<input type="checkbox"/>	MNH-VF	Quantity:	<input type="text"/>
<input type="checkbox"/>	MNH-XF	Quantity:	<input type="text"/>
<input type="checkbox"/>	USED-VG	Quantity:	<input type="text"/>
<input type="checkbox"/>	USED-F	Quantity:	<input type="text"/>
<input type="checkbox"/>	USED-VF	Quantity:	<input type="text"/>
<input type="checkbox"/>	USED-XF	Quantity:	<input type="text"/>
<input type="checkbox"/>	PB-UL	Quantity:	<input type="text"/>
<input type="checkbox"/>	PB-UR	Quantity:	<input type="text"/>
<input type="checkbox"/>	PB-LL	Quantity:	<input type="text"/>

Use EzStamp Pre-Supplied Values       Use My Values

Mint Value:       Buy Date:  ...

Used Value:       Buy Price:

FDC Value:       Sell Date:  ...

NH Percent:       Sell Price:

Location:

XRef:

Notes:

Stamp Comments:

This screen is almost identical to the RME dialog available from the Report Viewer. Refer to the help topic for the report RME option for more details. If any of the selected records are already inventoried, they will be unaffected. Note that inventoried records are marked in the Global View window with a green background in the record number column.

### Registered, Initialized & Upgraded Country File Requirements

Global Searches are not available with Trial versions of EzStamp. Country files must be initialized and registered to be used with global searches and must also be on the latest version of the country file format. EzStamp has options available to easily upgrade and initialize all country files as simple one-click features.

### Global Mode SRS Search Results

The Global Mode option for SRS searches can return stamp data for multiple countries. As such, the default Stamp List Browser window is unsuitable for this type of search. SRS global search results are shown using the Global Viewer and the report type in the import dialog will indicate an SRS search results file type.

### Search Files and Country File Changes

Search result files contain a snapshot of the stamp information at the time the search was performed. This is a read-only snapshot from the country file and as such will never reflect changes made to stamp information over time. As such, it may be possible to see missing stamp records or stamp records which are present in the global search window but no longer in your country file. Or you may see

stamp details which are out of date. Global searches are not permanently tied to your country files, and as such will not reflect any changes you make.

## Grand Totals Report

The grand totals report provides summary statistics for all country files installed and registered with your copy of EzStamp. For a country to appear in the report, you must have opened it at least one time. By default all countries are un-registered until the first time you open them.

The grand totals report uses a unique dialog window for the search input conditions as shown below.

Grand Totals Report - All Files

Horizontal Report Format     Display individual grades horizontally     Only report for the open country file  
 Vertical Report Format     Group country files by common country name     Include countries with disabled totals  
 Show flag images on displayed reports     Show flag images on printed reports

Report Profile: Default Grand Total Report

Grade List:

- MH-VG
- MH-F
- MH-VF
- MH-XF
- MNH-VG
- MNH-F
- MNH-VF
- MNH-XF
- USED-VG
- USED-F
- USED-VF
- USED-XF
- PB-UL

All Grades

Grade Format: Net Value

Totals are in USD currency

Currency From: AAT.SDF

Grade Totals     FDC Cachet Totals  
 PNC Totals     Priority Want List  
 PNB Totals     Priority Sell List

### Report Orientation

The Horizontal format will show one line of information for each country file across the report. The Vertical format will show grade information vertically, similar to the Inventoried Grades Search report. The vertical format will not show the totals for PNB, PNC, FDC Cachet, PWL or PSL data – it's strictly designed to break down the statistics on a per grade basis, of which the latter data is not associated with.

**Note:** The Vertical Format used separate report profiles than those designated for the Horizontal Format. You will see the profile name under the dropdown list change accordingly when choosing a format.

### Grade Selection

The grade checkbox list is used to filter the grades which will appear on the GT report. For example, if you only want to see Mint grades, select the 8 MH and MNH grades in the list. The **Grades** button can be used to select from pre-defined grade groups. The **All Grades** checkbox can be used to enforce all grades on the report and the grade list will be ignored.

### Country Selection

By default all registered countries are included in a GT report. If you want to show totals for specific countries, then click on the **Countries** button. Note the title bar at the top of the GT search window. It indicates how many countries are available and how many will appear in the report. If a country isn't registered (i.e., opened at least one time) or there are no inventoried records on the country, then it will be excluded from the report.

### Report Attributes

Display Grades Horizontally	This option will add more columns to the report for the individual grades (i.e. MH-VF), using the Grade Format drop down list to determine what combination of quantity and value will be used.
Report for the Open Country File	If checked this option will restrict the GT report to the current open country file.
Group by Country Name	If you have several country files based on a single country of origin (i.e. USA), checking this option will take the totals for all of the country files of that origin and show results as a net sum under a single row in the report.
Include Countries with Disabled Totals	The Country Settings window allows you to disable any country file from showing its totals in a GT report. If you check this option, then every country file will be included in the report even if disabled at the country file level.
Show Flag Images in the Viewer	Check this to display flag images in the on screen report viewer.
Show Flag Images on Printed Reports	Check this to print the flag images on your reports.
Data Groups	Data groups apply to the horizontal format only. These checkbox options will filter the types of data in the GT report. For example, if you only want to see summary statistics for inventoried grades, then

	uncheck all but Grade Totals.										
Currency Selection	By default, a GT report will show totals based on USD (USA) currency conversion rates. If you want to display the totals based on the conversion rate of a different country, then uncheck the USD option and select a country from the drop down list.										
Grade Format for Horizontal Grades	<p>This drop down list will be enabled when you choose to display grades horizontally. You have the following display choices:</p> <table border="1"> <tr> <td>Net Value</td> <td>Stamp Quantity</td> </tr> <tr> <td>Net Profit</td> <td>Record Quantity</td> </tr> <tr> <td>Purchase Price</td> <td>Grade Qty + Net Value</td> </tr> <tr> <td>Sell Price</td> <td>Stamp Qty + Net Value</td> </tr> <tr> <td>Grade/Item Quantity</td> <td>Record Qty + Net Value</td> </tr> </table>	Net Value	Stamp Quantity	Net Profit	Record Quantity	Purchase Price	Grade Qty + Net Value	Sell Price	Stamp Qty + Net Value	Grade/Item Quantity	Record Qty + Net Value
Net Value	Stamp Quantity										
Net Profit	Record Quantity										
Purchase Price	Grade Qty + Net Value										
Sell Price	Stamp Qty + Net Value										
Grade/Item Quantity	Record Qty + Net Value										

**Running the Report**

Once you have chosen all the input conditions for the report, click on the Show button. Depending on the orientation of the report, you will get a view in either the horizontal or vertical format. An example of each format is shown below. For options available in the menu, refer to the Report Viewer section of the manual.

### Horizontal Display Format

	File Name	Grade Qty	Used Qty	Mint Qty	Net Mint	Net Used	Net MS	Net PH
1	AAT	24	1	23	\$45.86	\$1.02		
2	CANADA	9	4	4	\$7,719.07	\$157,043.25		
3	USA	33		33	\$119,605.61			\$1,287.4
Total		66	5	60	\$127,370.54	\$157,044.27	\$0.00	\$1,287.4

### Vertical Display Format

	Description	Grade/Type	Record Count	Item Count	Stamp Count	Net Worth
1	Australian Antarctic Territory	MH-VG	2	2	2	\$1.61
1		MH-F	3	3	3	\$3.75
1		MH-VF	3	3	3	\$5.01
1		MH-XF	3	3	3	\$6.27
1		MNH-VG	3	3	3	\$4.17
1		MNH-F	3	3	3	\$6.27
1		MNH-VF	3	3	3	\$8.35
1		MNH-XF	3	3	3	\$10.43
1		USED-VG	1	1	1	\$1.02
2	Canada	MH-VG	1	1	1	\$1,102.72
2		MH-F	1	1	1	\$1,654.09
2		MH-VF	1	1	1	\$2,205.45
2		MH-XF	1	1	1	\$2,756.81
2		MNH-VG	1	1	1	\$22,434.75
2		MNH-F	1	1	1	\$33,652.12
2		MNH-VF	1	1	1	\$44,869.50

## EzStamp Report Viewer

All searches and reports have a display option to show the data in a Spreadsheet Viewer. This viewer shows stamp records in a row and column grid format much like a spreadsheet. The Data Browser option available from searches and reports is a scaled-down version of the report viewer, without any data manipulation capabilities.

Stamp Information, Main and sub numbers, Supplied Data, From #1 to #ZZZZZ99999ZZZZZ, Using Grade prices, Using N...

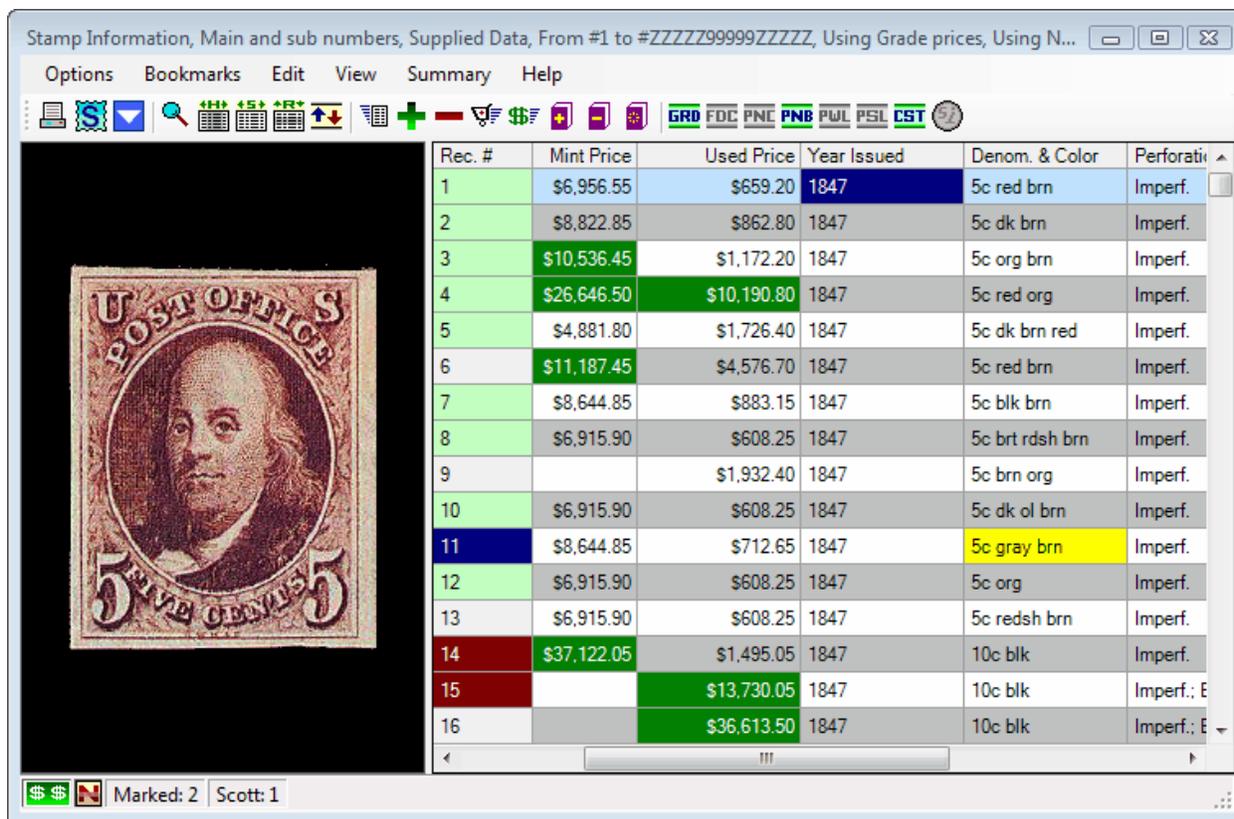
Options Bookmarks Edit View Summary Help

Rec. #	Mint Price	Used Price	Year Issued	Denom. & Color	Perforation	Watermark	Notes
1	\$6,956.55	\$659.20	1847	5c red brn	Imperf.	Unwmk.	Engr: 'Franklin'; B
2	\$8,822.85	\$862.80	1847	5c dk brn	Imperf.	Unwmk.	Engr: 'Franklin'; B
3	\$10,536.45	\$1,172.20	1847	5c org brn	Imperf.	Unwmk.	Engr: 'Franklin'; B
4	\$26,646.50	\$10,190.80	1847	5c red org	Imperf.	Unwmk.	Engr: 'Franklin'; B
5	\$4,881.80	\$1,726.40	1847	5c dk brn red	Imperf.	Unwmk.	Engr: 'Franklin'; B
6	\$11,187.45	\$4,576.70	1847	5c red brn	Imperf.	Unwmk.	Engr: 'Franklin'; D
7	\$8,644.85	\$883.15	1847	5c blk brn	Imperf.	Unwmk.	Engr: 'Franklin'; B
8	\$6,915.90	\$608.25	1847	5c brt rdsh brn	Imperf.	Unwmk.	Engr: 'Franklin'; B
9		\$1,932.40	1847	5c brn org	Imperf.	Unwmk.	Engr: 'Franklin'; B
10	\$6,915.90	\$608.25	1847	5c dk ol brn	Imperf.	Unwmk.	Engr: 'Franklin'; B
11	\$8,644.85	\$712.65	1847	5c gray brn	Imperf.	Unwmk.	Engr: 'Franklin'; B
12	\$6,915.90	\$608.25	1847	5c org	Imperf.	Unwmk.	Engr: 'Franklin'; B
13	\$6,915.90	\$608.25	1847	5c redsh brn	Imperf.	Unwmk.	Engr: 'Franklin'; B
14	\$37,122.05	\$1,495.05	1847	10c blk	Imperf.	Unwmk.	Engr: 'Washington
15		\$13,730.05	1847	10c blk	Imperf.; Bluish Wov	Unwmk.	Engr: 'Washington
16		\$36,613.50	1847	10c blk	Imperf.; Bluish Wov	Unwmk.	Engr: 'Washington

Marked: 2 | Scott: 1 1847

The viewer consists of a menu, toolbar, status bar, and a data grid showing the stamp report data. Color coding of grid cells and the row tabs is shown in the above example. The color coding serves as visual cues for specific attributes about the data in the grid.

An image preview window can be toggle on or off using the F12 key. When turned on, the image preview pane will appear on the left. The width of the window is divided between the image and the data grid. You can drag the divider between the two areas to make the image area smaller or larger.



The title bar at the top of the viewer window shows as many of the search input conditions as will fit. An option is available under the help menu to see all of this information using a popup window.

### Record Tab Color Coding

The leftmost column of the data grid is fixed and contains the record number. The color of this tab indicates a specific status of the record as follows (**Note:** this manual refers to the default colors, which can be changed using the EzStamp general preferences).

Green	The record is part of your inventory.
White on Blue	The record has at least one column which matched on a search string using the <b>Find</b> menu option.
White on Red	The record has been book marked.
Green + Red	The record is inventoried and book marked. The tab cell will be a half-and-half color fill.
Default	The normal color used for data grid header labels based on your current Windows color scheme indicates a pre-supplied stamp record not part of your inventory.

	Under Data Browse viewing, no color coding is used so the row tabs will always be this color as well.
--	---

### Column Header Color Coding

The column headers which run across the top of the data grid normally use a basic default label color consistent with your Windows color scheme. If you are displaying Data Groups in your report profile, the header captions will be color coded to match the type of data group, and will be colored for only the columns which are part of the group. You can change these colors using the EzStamp general preferences.

Green	Inventoried Grade data group.
Yellow	FDC Cachet data group.
Blue	PNC data group.
Violet	PNB data group.
Light Orange	PWL data group.
Medium Orange	PSL data group.
Default	For any columns not part of a data group, or when using Data Browse view mode.

### Special Color Coding of Data Cells

The data value for a specific row cell within the grid can be color coded to indicate a special status. Normally, all data grids in EzStamp (for all windows) alternate the row colors: White for odd rows, Gray for even rows. In addition, a cell may be shown with the following colors.

Images	The background color for images can be set in the EzStamp general preferences. The default is Black.
Totals Lines	These lines will always use the same color as the column header caption row.
Dark Blue	When you click or click and drag to select cells, the selection will be highlighted in this color.
Light Blue	The complete data row for any stamp record where at least one cell is selected will be highlighted in this color, giving you a visual cue of the selected status of the record even when the actual cell selection may be scrolled off the left or right side of the window.  Note that stamp records can span multiple rows, such as in

	PNC report with multiple plate block numbers. In this case, all grid rows associated with the selected stamp record are highlighted in this color.
White on Green	EzStamp has a general preference option to show high currency values in this color. You can enable this option and set the minimum currency value for which the highlighting will be applied.
Yellow	The viewer has an option to search every cell in the report for a specific data value. Matched cells will be highlighted in this color. In addition, the record number tab will be highlighted in the dark blue cursor color to indicate "at least one match on this row".
Orange	The cell represents a pre-supplied stamp attribute, such as denomination and color, where the pre-supplied value has been altered. This color is not applicable to custom country files without pre-supplied data, and is not enabled by default for every report – use Alt+F7 to toggle this color coding on and off.

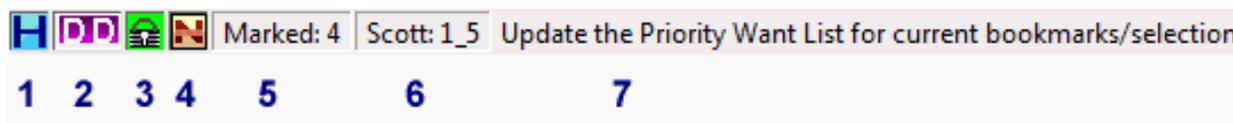
### Report Viewer Toolbar Options



1	Print the current report.
2	Show the selected stamp record on the main screen.
3	Close the report viewer.
4	Find a value in the data grid.
5	Hide selected columns.
6	Show all hidden columns.
7	Remove selected stamp records from the report (does not remove from inventory).
8	Sort the report based on the selected column.
9	Perform rapid multi entry on the bookmarked/selected stamps.
10	Add the bookmark/selected stamps to your inventory.

11	Remove the bookmark/selected stamps from your inventory.
12	Perform rapid Priority Want List entry.
13	Perform rapid Priority Sell List entry.
14	Add the selected stamps to your bookmark list.
15	Remove the selected stamps from your bookmark list.
16	Clear the bookmark list.
17	Data presence indicators and quick edit modes for Grade, FDC Cachet data, PNC data, PNB data, PWL data, PSL data and custom fields. These indicators will be gray when the respective data type is not part of the stamp record currently selected, or when you have selected more than one stamp record at a time <b>Note:</b> These indicators are not active unless you select a single stamp record.
18	If there is pre-supplied Special Information or Notes for the selected stamp record, this icon will be enabled.

### Report Viewer Status Bar



1	If any columns are hidden in the current report profile, this icon will appear. Hidden status is retained even after the report viewer is closed down and is unique for each profile.
2	This is the stamp inventory status icon. Refer to the main EzStamp window status bar help for the various icon types.
3	This icon will appear if the selected stamp is price locked.
4	This icon will appear if the selected stamp is defined as not having Never-Hinged pricing.
5	When you bookmark stamp records, this indicator will reflect how many stamps are in the bookmark list.
6	The Scott/Alternate Catalog number of the selected row is displayed here.
7	If you are selecting individual cells with the mouse, the cell contents are copied to the status bar. Otherwise, this area contains progress and help hint messages.

### Report Viewer Menu Options

The Report Viewer (a.k.a. Spreadsheet Viewer), Data Browser, and Grand Totals Viewer all share some common functionality, as they use the same viewer window. Data Browser and Grand Totals Viewers have limited functions compared to the Report Viewer, and many of the options described in the next several sections will not appear with the latter two viewing modes.

The following table is a quick summary of the menu options. Each of these will be described in detail in subsequent sections.

Menu	Item	Shortcut	Description
Options	Show in Main Window	F5	Show the selected stamp record in the main EzStamp application window.
Options	Show as Thumbnail View	F6	Show the report in the thumbnail viewer.
Options	Assign as new Navigation List	F7	Assign the report to the Navigation List.
Options	Assign to Stamp List	F8	Assign the report to the stamp list viewer.
Options	Print	Ctrl + P	Print the report.
Options	Change Report Profile	F10	Change to a new report profile.
Options	Show Image Preview	F12	Toggle the image preview pane on and off.
Options	Show Comments Preview	Ctrl + F12	Toggle the comments preview pane on and off.
Options	Create Snapshot	Ctrl + S	Create a snapshot file from the report.
Options	Clear Image Cache	Ctrl + Shift + C	Clear the thumbnail image cache.
Options	Report Merge		Merge the current report to the previous report.
Options	Exit	Ctrl + Esc	Exit the viewer.
Bookmarks	Add Selection	Ctrl + B	Add the selected stamp records to the bookmark list.
Bookmarks	Remove Selection	Ctrl + Del	Remove the selected stamp records from the bookmark list.
Bookmarks	Add Everything	Ctrl + Shift + A	Add the report to the bookmark list.

Menu	Item	Shortcut	Description
Bookmarks	Invert Bookmark List	Ctrl + Alt + B	Reverse the bookmark selection.
Bookmarks	Clear Bookmark List	Ctrl + Shift + B	Clear the bookmark list.
Bookmarks	Save as Navigation List	Ctrl + N	Assign the bookmark list to the Navigation List.
Bookmarks	Export to AlbumGen	Ctrl + G	Export the report to AlbumGen.
Edit	Rapid Multi Entry	Ctrl + M	Perform Rapid Multi entry.
Edit	Quick Add to Inventory	Ctrl + I	Add to your inventory.
Edit	Remove from Inventory	Ctrl + Shift + I	Remove from your inventory.
Edit	Grade Quick Edit	Ctrl + F1	Quick edit for inventoried grades.
Edit	FDC Quick Edit	Ctrl + F2	Quick edit for FDC cachet data.
Edit	PNC Quick Edit	Ctrl + F3	Quick edit for PNC data.
Edit	PNB Quick Edit	Ctrl + F4	Quick edit for PNB data.
Edit	Priority Want List Edit	Ctrl + F5	Quick edit for PWL data.
Edit	Priority Sell List Edit	Ctrl + F6	Quick edit for PSL data.
Edit	Lock Pricing	Ctrl + F7	Lock pricing on stamps.
Edit	Unlock Pricing	Ctrl + F8	Unlock the locked pricing.
Edit	Rapid PWL Entry	Ctrl + F9	Perform Rapid entry to the PWL.
Edit	Rapid PSL Entry	Ctrl + F10	Perform Rapid entry to the PSL.
View	Sort Ascending Order	Ctrl + 1	Sort the report on the selected column.
View	Sort Descending Order	Ctrl + 2	Sort the report on the selected column.
View	Reset Sort Order	Ctrl + 3	Restore the original sort order.
View	Hide Selected Columns	Ctrl + H	Hide all selected columns.
View	Auto Hide Empty Columns	Ctrl + Alt + H	Hide any columns which have no data in them.
View	Unhide All Columns	Ctrl + Shift + H	Show all columns which were hidden.
View	Remove Rows	Ctrl + R	Remove rows from the report.
View	eLook™ Search	Ctrl + E	Perform an eLook™ search.
View	Find	Ctrl + F	Perform a text search on the data grid.

<b>Menu</b>	<b>Item</b>	<b>Shortcut</b>	<b>Description</b>
View	Find Next	F3	Find the next occurrence of the search text.
View	Find Previous	Shift + F3	Find the previous occurrence of the search text.
View	Clear Find	Ctrl + Shift + F3	Reset the text search.
View	Reset Column Widths	Ctrl + W	Restore all report column widths to default values.
Summary	Supplied Data	Alt + F1	View/edit pre-supplied data fields.
Summary	Your Data	Alt + F2	View/edit your data fields.
Summary	Custom Fields	Alt + F3	View/edit custom data fields.
Summary	Special Information	Alt + F4	View notes and special information.
Summary	Images	Alt + F5	Run the image links editor.
Summary	Comments	Alt + F6	View/edit comments for the stamp record.
Summary	Shows Differences from Supplied	Alt + F7	Toggle pre-supplied color differences on the data grid.
Summary	Show/Filter all Data Rows	Alt + F8	PNC, PNB, FDC and Grade reports can show/hide filtered data rows. This option toggles the filtered rows from being displayed.
Help	Report Viewer Context Help	F1	Context sensitive help for the viewer.
Help	EzStamp General Preferences	F2	Show the EzStamp general preferences dialog window.
Help	View Report Title	Ctrl + T	Show all the input conditions for the search data which generated the report results which appears in the title bar.

## Options Menu

### Navigation List (F7), Stamp List (F8) and Thumbnail Viewer (F6)

You can assign the entire report to one of the alternate report view methods using the options available under **Options**. When you assign the report, the viewer will close. If thumbnail view mode or stamp list modes are chosen, the corresponding window will be displayed with the report data. For navigation list assignment, any current list will be discarded and replaced with the report data.

If you want to assign a subset of the report, create a bookmark list, and only the bookmarked stamp records will be assigned.

### Printing Reports (Ctrl + P)

EzStamp will use the printer settings in the current report profile (RPT) file assigned. The standard printer settings for most report profiles are as follows:

- Landscape orientation.
- The current default printer defined in your version of Windows.
- The current default paper size and print quality for this printer.
- Half-inch margins on the left and right, with 1 inch margins top and bottom.
- Arial font varying between 8 and 10 points.
- Multi-page format, with Scott number columns repeating on each page across.
- No alternate color banding on data rows – the report is plain black text on a white background.

EzStamp has a general preferences option to enforce the following global settings, which will override all report profile settings. These options are available in the **Printer Setup** tab.

- Printer to send the report to.
- Paper size.
- Orientation.
- Margins.
- Column width auto-sizing.
- Column width fill mode for fit-to-page reports.

Use the print icon, or choose **Print** from the **Options** menu option to begin. The standard Windows printer settings dialog will appear, allowing you to choose the printer, page range, and number of copies.

EzStamp does not pre-calculate the pages as the choice of printer and any changes made to Properties within the printer setup dialog window can result in different

page totals. In addition, collating copies is not allowed in EzStamp. If you specify 3 copies, then each copy will be printed in turn before the next copy.

EzStamp will send the report using whatever color settings you define in the report profile, provided that the printer you chose supports color output.

EzStamp relies on the Windows spooler to accumulate the report data and print it in the background. Until all the pages are sent to Windows to print, you will not be able to perform other tasks in EzStamp. A progress dialog will appear to indicate the printing status. You can click on the **Cancel** button to stop printing at any time.

Reports can be printed in one of 3 formats:

- Multi-page: The columns of the report span multiple pages wide.
- Staggered: The report is one page wide, and columns wrap to multiple rows.
- Fit-to-Page: The report columns must fit into one page width.

**Note:** There is a 4<sup>th</sup> report type, *On-Screen Only*, which disables all printing attributes and can only be used for the report viewer without printing.

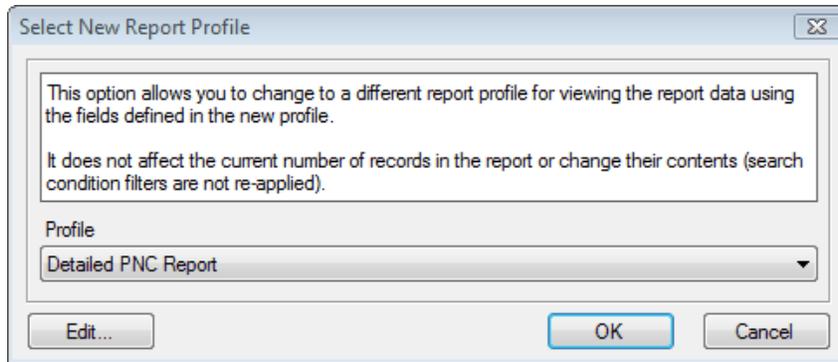
Fit-to-Page reports must not contain too many columns of data, or the scaling needed to fit the report onto a single page width will be too great to be printed with a readable font size. If this happens, you will be informed that the report can't fit the page width. You can either adjust font sizes, paper width, remove/hide columns, or change to a multi-page format.

### Reports and Images

The default report profiles do not contain any image fields. However, image fields can be attached to any custom report and displayed in both on screen and printed reports. Preference options determine what the image size will be on screen (pixel dimensions) and what it will be on printed reports (width and height in inches). The quality of the images displayed and printed can also be adjusted.

### Changing the Profile (F10)

Every search and report item in EzStamp has a default report profile file (RPT) associated with it. These profiles can be changed from within the drop down list which appears in the input condition window. Since a profile represents the display characteristics and field list for reports and the data itself is independent of this profile, EzStamp allows you to swap out profiles on the fly using the **Change Report Profile** option.



Select a new profile from the drop down list and click **OK**. The **Edit** button can be used to run the custom report editor.

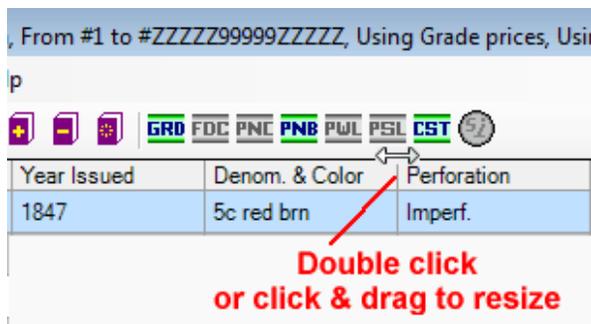
Profile switches don't affect the default profile associated with any menu option under the main EzStamp **Search** or **Reports** menus – i.e., if *Default Stamp Information* was the profile used to run the report, it will remain so even after switching profiles within the viewer.

### Profile Settings (Widths and Hidden Columns)

The report viewer bases the default widths for columns on the master field definitions shared among all report types in EzStamp. These field definitions can be edited using one of the Field Editor options under the Utility menu. There is a width setting for displayed information and a width setting for printed reports.

Since the displayed reports have no physical limitation on the total width available to show a report (printed pages can't have scroll bars) the default width may not always show the full information and the field will be cropped on the right.

You can adjust this by double clicking the divider in the header caption row between two fields or simply click and drag the divider area to make the column larger or smaller.



EzStamp will remember the width of a column even after you close the viewer window and use it for the next time you run the report. The widths are saved on a per report basis, meaning that you can use a different width for Denomination and

Color on different reports. The settings are saved under the Profiles\Settings folder in the EzStamp application path.

You can also choose to hide columns from the report by using the Hide/Show buttons in the toolbar. Hidden columns will not appear in the data grid and will not be printed. The data is still present in the report – you can bring the fields back into view by clicking the icon to reshown all hidden columns. As with the column widths, the hidden status of the columns are also preserved when you close the viewer window.

### **Image Preview Pane (F12)**

This option will toggle the image preview pane which appears to the left of the main data grid. Images will only appear if you have selected exactly one stamp record.

If you are displaying a report with PNB, PNC, or FDC image link fields, you can preview one of those types of images by selecting the image link cell (only) in the data grid.

A general preferences option defines the display format in the preview pane. This can be from 1 (primary image) to 4 (secondary/FDC images) images at the same time, in a vertical arrangement.

You can resize the image pane by dragging the divider bar between the left side of the data grid and the right side of the image window. The new width will be saved after the report viewer window is closed.

### **Comments Preview Pane (Ctrl + F12)**

This option will toggle the comments preview pane which appears below the data grid. Comments will only appear if you have selected exactly one stamp record and the record contains comments. By default a Comments report will show this pane when the viewer starts. For all other report types, the initial visibility is based on if the images were displayed at the time you closed the viewer window.

Comments fields in the main data grid can only show a limited amount of text information. The remainder can be displayed using either the comments pane or the **Comments** option under the **Summary** menu. The latter choice provides full editing capability.

You can resize the height of the comments pane by dragging the divider bar between the bottom of the data grid and the top of the comments window. This height will be saved when you close the viewer window.

### Creating Snapshot Files (Ctrl + S)

A snapshot file is a read-only capture of the report data grid. This file can be exchanged with other EzStamp users or recalled at any time to view the contents of the report.

When you create a snapshot, you will be asked for the name of the file and a description. Once entered the file will be saved to the Snapshots folder where EzStamp is installed.

To view a snapshot file, use the Snapshot Viewer under the Extras menu, or the standalone Snapshot Viewer application, available from the SoftPro Web site.

### Report Merges

EzStamp provides powerful searching capabilities to drill down into the data for a country file. However, you may want to combine the search results from different reports to make unique “hybrid” report types.

Report merging doesn’t involve the fields displayed in the report viewer, but rather the underlying set of stamp records which populate the data grid. When merging reports, the stamp record data is combined together to generate a new set of stamp records and will be displayed using the profile of the current report in the viewer. You can for example, combine a Power Search and PNC Data Search into a single *Power PNC Data Search*.

The first step in merging reports is to create an export of a report to combine with a second report. There is no limit to the number of combines you want to make. However, you have to export each previous report to combine with one which follows. If you want to use the results of a power search to filter the results of a PNC Data search report, then you would perform the following steps:

- Run a Power Search and display in the report viewer.
- Choose **Export this Report** from the **Report Merge** submenu.
- Run a PNC Data Search report and display it in the report viewer.
- Choose one of the merge options under the Report Merge submenu.

Add	Scott/Alternate catalog ID numbers are combined to make a new report with the unique records from each individual report. Duplicate entries are not created.
Subtract	Subtracts all stamp records from the current report which match on the same Scott/Alternate catalog ID numbers from the previous report.
Combine	Takes all Scott/Alternate catalog ID numbers from both the previous and current reports and discards any records which are not common to BOTH reports.

### Report Viewer Image Cache (Ctrl + Shift + C)

If Image Caching is enabled in the EzStamp general preferences, then small thumbnail images of the stamp records are cached to files for faster navigation of the report. Image caches are only used for reports where the field profile contains one or more stamp image links.

A general preference option allows EzStamp to auto-clear the cache when the application is closed down. If this option is disabled, then the cache files will remain within the EzStamp installation path until they are cleared.

The preferences window provides a Clear Cache option. The report viewer has a similar option to perform the same task. You should consider clearing the cache if you change the cell size for images in the report viewer, as the cached images will be scaled to the previous cell size before you changed it to a new size.

## Bookmarks Menu

### Creating Bookmarks (Ctrl + B)

Bookmarks are used to tag specific stamp records in the viewer. The record # column on the left side of the data grid will be highlighted (default color is red) to show which records are bookmarked. There are many options in the report viewer which make use of selections and bookmarks according to the table below.

Viewer Option	Selected Records	Bookmarked Records
eLook™	Yes	
Quick Inventory	Yes	Yes
Remove from Inventory	Yes	Yes
Pricing Lock	Yes	Yes
Pricing Unlock	Yes	Yes
Rapid PWL Entry	Yes	Yes
Rapid PSL Entry	Yes	Yes
Add to Bookmarks	Yes	
Remove from Bookmarks	Yes	
Save Navigation List		Yes
Hide Report Rows	Yes	Yes
Export to AlbumGen		Yes
Creating a Snapshot		Yes
Assign to Stamp List		Yes

Viewer Option	Selected Records	Bookmarked Records
Show as Thumbnails		Yes

To add to the current bookmark list choose the **Add Selection** option under the **Bookmarks** menu. You can also click on the add bookmark icon. Right clicking this icon will add all records to the bookmark list, as will right clicking on the clear bookmarks icon.

When creating selections in the viewer, hold down the SHIFT key to select ranges of records. Hold down the CTRL key to select individual records without affecting the current selection.

### Removing Bookmarks (Ctrl + Del)

Use the **Remove** or **Clear** options to remove selected records or all records from the bookmark list. The **Invert** option can be used to mark all records which are not bookmarked and unmark all records which are bookmarked.

### Saving to a Navigation List (Ctrl + N)

The Assign option in the Options menu will apply the bookmark list to the main Navigation List in EzStamp, replacing the current active list, if present. The Save option under the Bookmarks menu however will allow you to save the list to a file of your choosing. Provide a description and file name, and this will be saved to the Lists folder in the EzStamp application path, under a subfolder with the name of the current country file.

### Exporting to AlbumGen (Ctrl + G)

This option will send the current bookmark list to AlbumGen if you have that application installed. You can then use the Multi Import option from AlbumGen to create album pages. Refer to your AlbumGen documentation for additional information on multi-import from EzStamp.

## Edit Menu

### Rapid Multi Entry (Ctrl + M)

This option will add selected or bookmarks records to your inventory. Even if records are already in your inventory, they can still be updated using the RME option.

The left side of this window contains the available grades for the current country file with an associate quantity field for each grade. If you check a grade, the quantity will be set to 1 for you.

Use the **Grade Select** button to check multiple grades using the standard grade group selection window.

The **Custom Fields** button will display a window allowing you to add custom field values to the selected/bookmarked records in the report viewer.

The **Previous** button will recall the RME settings from the previous run of rapid entry you performed.

The **Clear** button will uncheck all grades in the grade list. **Clear All** will erase the contents of all fields in the RME window.

The two radio buttons for **Pre-Supplied** and **My Values** determines how the **Mint**, **Used**, and **FDC** values will be applied to the records. If pre-supplied is checked, then the FDC, Mint and Used values will ONLY be applied IF there is NO existing pre-supplied value for the Scott number.

If the My Values option is checked, then the FDC, Mint and Used values are always applied to the records, even if there is pre-supplied pricing present.

The Method drop down list at the top determines how any selected/bookmarked records which are already inventoried will be affected by the RME operation.

Do Not Update	Inventoried records will not be updated by the RME.
Replace	Replace grade and data information for existing inventoried records.
Add	Any grades which are already inventoried will be added to whatever grades are being applied from the RME operation to create net sum totals on those grades.
Re-grade	This option allows you to correct existing grade entries in inventoried records by replacing an existing grade with a different one, while keeping all other grade attributes intact. See the next section for more information. Choosing this option will close the RME dialog window.
Replace or Remove	<p><i>New Feature added with the 2020-DEC-13 Patch</i></p> <p>This option affects only the inventoried grades, regardless of how many grades you select in the checklist group on the left. Ensure you select any or all grades to be affected by this option first.</p> <p>The only attributes for grade records which can be updated by this option are within the <b>Individual Grade Information</b> group.</p> <p>By default, any option you enter within this group will replace the current value for matching stamp records and the associated grade records. If you leave the attribute empty, no action is performed, unless you check one of the <b>Remove</b> checkbox options. In this case, any existing value for the associated attribute will be removed completely from the grade record. The Remove option is not applicable for any of the other 4 RME methods.</p>

**Buy** and **Sell Dates/Prices** can be attached to the records if you provide dates and prices in the input fields. Use the ... buttons to use the Date Picker popup window. The **Notes** field will attach the text you enter in that field to each grade.

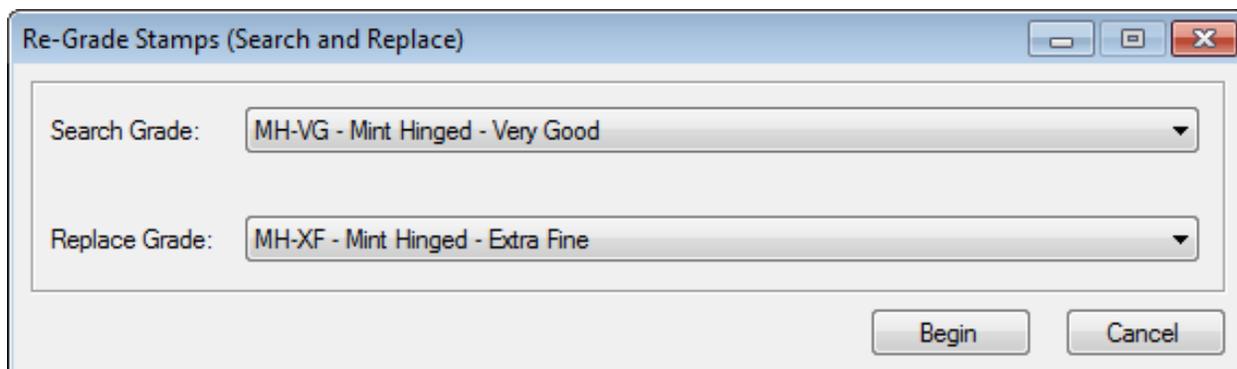
The **NH Percent** field can be used to set/override the Never-Hinged percentage on the records.

The **Location**, **Comments** and **X-Ref** fields can be used to apply the same text values to each record. Note that there is a separate attribute field for the locations associated with individual grade records (*this option was added in the 2020-DEC-13 patch*).

Click the **Begin** button to start the Rapid Multi Entry process. When completed, the affected records will automatically be updated in the report viewer.

### Re-Grade Using Search and Replace (Ctrl + Shift + G)

Selected/bookmarked records will be searched for a specific grade and replaced with a different grade. This allows you to fix grade entries which were entered incorrectly. When choosing this option, a simple search and replace dialog window will be shown.



Select the search grade, which is the one you want to change from. Select a replacement grade, which is the one you want to change to.

Only inventoried stamps are affected. You will not be able to change to the replacement grade if the stamp already has that grade assigned to your inventory. In this case, no replacement will be applied at all.

### Quick Add to Inventory (Ctrl + I)

Selected/bookmarked records will be added to your inventory. This is the same as selecting each record in the main EzStamp window and clicking the blue check mark icon to save to inventory. If the record is already inventoried, no action will be taken.

### Remove from Inventory (Ctrl + Shift + I)

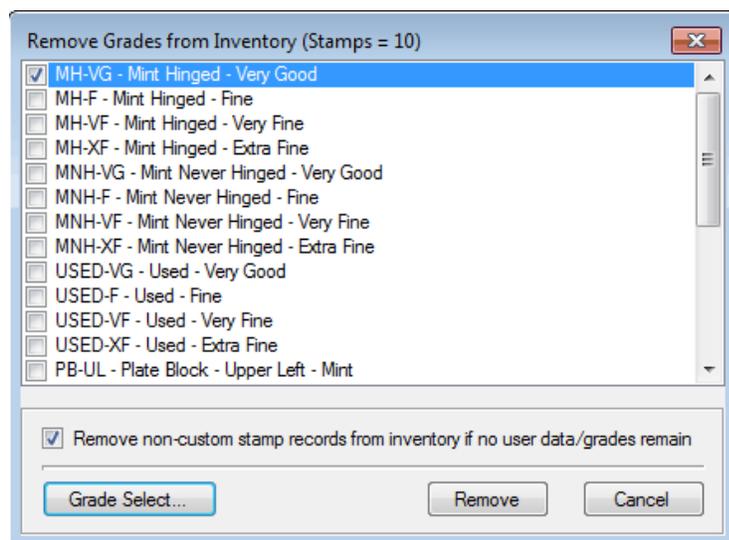
Selected/bookmarked records will be removed from your inventory. **Note:** If you remove a custom variety, or the country file is custom without pre-supplied values, the records will be permanently deleted and not recoverable. If the record has pre-supplied data, removing it from your inventory will reset the record back to a pre-supplied status.

### Removing Grades from Inventory (No Shortcut)

This option can be used to remove one or more grades from inventoried records. All information associated with the selected grades will be removed, including:

- Quantity
- Custom Grade Prices
- Grade Purchase and Sell Dates/Prices
- Grade Comments
- Grade Location

Care should be taken when using this feature, as you won't be able to recover the inventoried information on the removed grades without a backup. This option is primarily intended to undo erroneous additions of grades using the Rapid Multi Entry (RME) utility.



Choose one or more grades to remove, or use the Grade Select button to use the convenient grade picker dialog to set the checkmarks.

The option below the grade list determines if the stamp record should be removed from your inventory once the selected grades are removed. This option will not be applied to any stamp records if user customizations among the list below are present for the stamp record:

- Custom field values
- Other inventoried grades
- FDC Cachet records
- PNB records which are not pre-supplied by SoftPro
- PNC records which are not pre-supplied by SoftPro
- Pre-supplied PNC/PNB records containing user comments, purchase/sell information, or quantities.
- Any custom stamp variety which is not pre-supplied by SoftPro

Note: This option is disabled for custom countries without pre-supplied stamp records.

Once you click remove, grades will be removed from selected/bookmarked records which are inventoried.

### Quick Edit Options for Stamp Information

Each of the quick edit options shown in the table below will present you with a spreadsheet editor, much like the report viewer itself. This is the same editor you will see when using the quick edit options from the main EzStamp menu. When you save changes from the editor, the report view will update automatically to account for these changes.

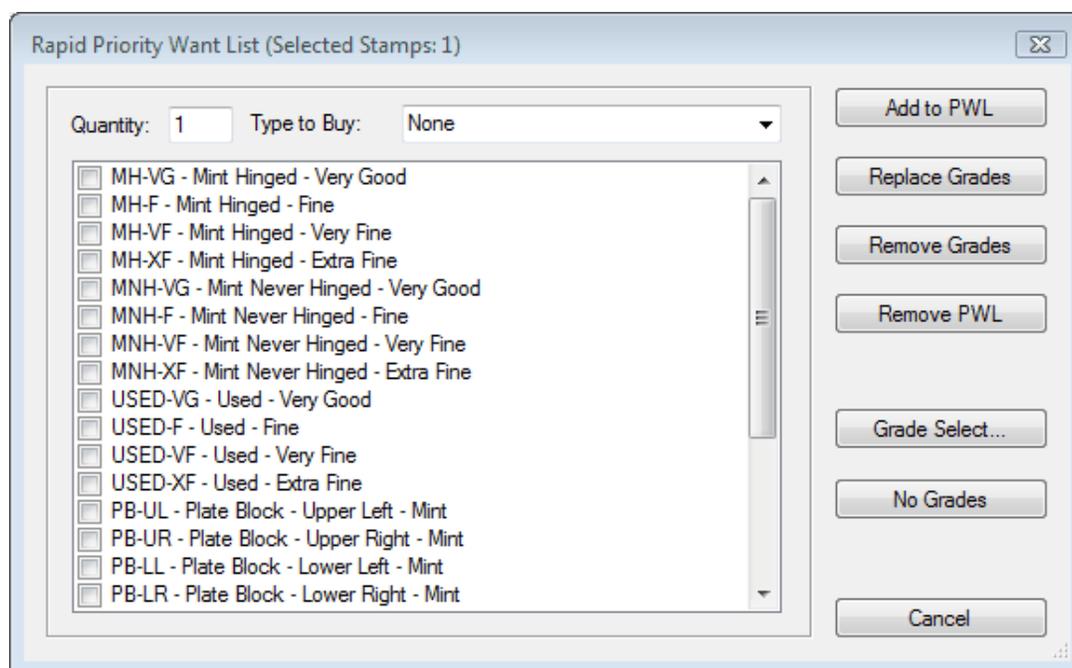
Quick Editor	Shortcut	Description
Grades Quick Edit	Ctrl + F1	Edit inventoried grades.
FDC Quick Edit	Ctrl + F2	Edit FDC Cachet data.
PNC Quick Edit	Ctrl + F3	Edit plate number coil data.
PNB Quick Edit	Ctrl + F4	Edit plate number block data.
PWL Quick Edit	Ctrl + F5	Edit the priority want list.
PSL Quick Edit	Ctrl + F6	Edit the priority sell list.

### Price Locking (Ctrl + F7) and Unlocking (Ctrl + F8)

You can lock pricing from being overwritten by EzStamp supplied data updates directly from the report viewer, using either the current record selection in the viewer or the active bookmark list. Once a record is price locked the padlock icon will appear in the status bar. Use the unlock option to remove the lock status.

### Rapid PWL (Ctrl + F9) and PSL (Ctrl + F10) Options

The rapid entry modes for the priority want and sell lists are used to quickly add (or remove) records based on the current selection or bookmark list in the report viewer. As these entry dialog windows are basically the same presentation format, the PWL dialog window will be used as a reference.



The choices you make in this dialog will be applied to all selected (or bookmarked) stamp records in the data grid. You can specify the quantity and type to buy (or sell). There is no requirement to enter a type or check off a grade. In this case, the stamp record is entered into the list as a generic status of “any grade, no type specified”.

Use the **Grade Select** button to select grades from the pre-defined grade group lists. Click on **No Grades** to uncheck all grades in the checkbox list.

The 4 buttons above the grade buttons provide the choices on how to update the PWL or PSL.

Add to PWL	Add the grades selected to the existing PWL/PSL grades currently in the list under the stamp record’s Scott/Alternate catalog ID number. If no grades are selected, the record will be added to the PWL/PSL if not already present.
Replace Grades	Remove any grades from the PWL/PSL on the stamp record which are NOT selected in the checkbox list and add any grades which ARE in the checkbox list. If the stamp record is not currently in the PWL/PSL, it will be added.
Remove Grades	Remove only selected grades in the checkbox list without removing other grades currently in the PWL/PSL. This option will NOT remove the stamp record from the PWL/PSL.
Remove PWL	Remove the stamp record from the PWL/PSL and any grades

	which may be present for this record (complete removal).
--	--

## View Menu

### Sorting the Report Data (Ctrl +1, Ctrl +2, Ctrl + 3)

Most report columns can be sorted in the viewer when using the Spreadsheet (full edit capable) view mode. The Data Browse (read only) view mode allows for rapid sorting on any column.

Columns which can't be sorted on include any belonging to data groups (FDC Cachet fields, PNC Data fields, etc.). For these latter field types, the sort order is dictated by settings in the report profile and can't be changed on the fly when clicking the column headers in the report viewer data grid.

To sort on a specific column in the data grid, select any cell in that column and click on the sort icon. A single click will sort ascending order, and a second click will sort in descending order. Right click the icon to reset the sort order to the default report profile order (which is generally by Scott number in pre-supplied profiles).

You can also click on any column's header label at the top of the data grid without selecting any columns to sort. Use the Ctrl + 2 shortcut key to quickly set a descending sort order without the need to click icons or headers 2 times.

### Hiding Columns (Ctrl + H)

The report viewer allows you to remove columns from the data grid, hiding them from both the on-screen display and also from printed reports. The data is still present in the report, it's just not visible. Select one or more columns in the data grid and click on the hide columns icon.

### Auto-hiding Columns (Ctrl + Alt + H)

Some of the more detailed reports can show many columns of information in the data grid, such as detailed grade reports. These report types can contain many columns which may not have any attribute (zero quantity/value or blank text) for the entire set of stamp records in the report. The auto hide option is convenient in that it will hide all columns from the report which contain no data.

**Note:** When using the auto-hide feature, you choose to hide columns which are based on absence of data for a specific set of stamp records. Using this same report for a different group of stamp records can result in hidden columns which can actually *contain* information. Always check the bottom left corner of the status bar for the hidden columns icon. If you see it there, it means you are hiding columns in the report. The hidden status will remain even after you close the viewer window and these same columns will be hidden the next time you run the same report.

### Un-hiding Columns (Ctrl + Shift + H)

Use this option to restore all hidden columns to the data grid. This affects the current report profile only. Hidden status is tied to the actual RPT files containing the profile settings, not to the report or search options in the main EzStamp menu.

### Removing Rows (Ctrl + R)

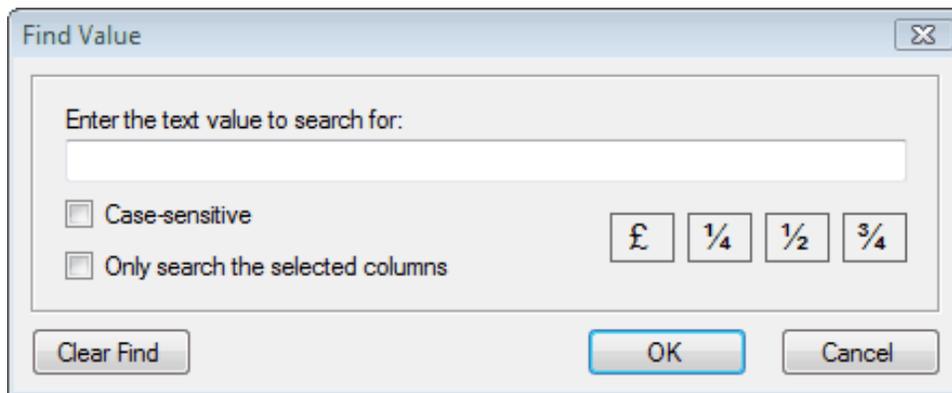
This option can be used to create a smaller report data grid without exiting the viewer. Row removal does NOT remove records from your inventory or the country file. It simply discards them in the data grid of the report. Unlike hiding columns of data, the rows can't be recovered in the report once removed – you would have to re-run the same report to get those rows back.

### eLook™ Search (Ctrl + E)

This option is the same as the one accessible from the main EzStamp menu. However, you can select up to 10 stamp records at one time, and this will be passed to the eLook™ dialog window as a stamp group to search on.

### Finding Data (Ctrl + F, F3, Shift + F3, Ctrl + Shift + F)

The find option is a simple text string matching feature allowing you to search across all rows and columns in the data grid for any stamp attribute which matches on the text. The match is always a partial text match; if the text value of a stamp attribute contains the text string you entered for the find, then the match is satisfied.



Check the Case-sensitive option to force upper and lower case letters to match exactly.

Check the Selected Columns option to restrict the search to data contained only in those columns.

Use the 4 special character buttons to enter those characters into the text value string at the current cursor position.

Click on **Clear Find** to remove any existing find status in the report viewer window. If you don't enter any text value and click OK, then the find status is also cleared.

Once you start a search, the data grid will be checked to find cells containing your search text. Every matching cell will be highlighted (default color yellow) to indicate a match status. In addition, the record # tab on the left (default color blue) will indicate at least one matching cell for that row in the data grid. The viewer will automatically scroll the grid to the first matching cell.

Use the **Find Next** and **Find Previous** options to step forwards and backwards through all matching cells in the data grid. Once again, the grid will automatically scroll to keep the matching cell in view.

The Find button in the toolbar provides all the functionality of the separate menu options:

- Click to start a new find.
- SHIFT + Click to clear the find status.
- Right Click to step forwards.
- CTRL + Right Click to step backwards.

### Resetting Column Widths (Ctrl + W)

Each report profile (RPT file stored under the Profiles folder in the EzStamp application path) can have an associated Settings file stored in the Profiles\Settings subfolder. When using report profiles for the first time, there will be no settings file in this subfolder. As you run reports in EzStamp, these settings files are created or updated when the report viewer window closes.

The settings file only contains 2 types of information:

- The hidden column status of the data grid.
- The width of each field displayed on screen in the data grid.

When a report profile is first used against any type of search or report, the viewer will assign a default column width to each field shown in the data grid, based on settings in the Master Report Fields configuration (you can alter the default field settings using the Field Editors in the Utilities menu).

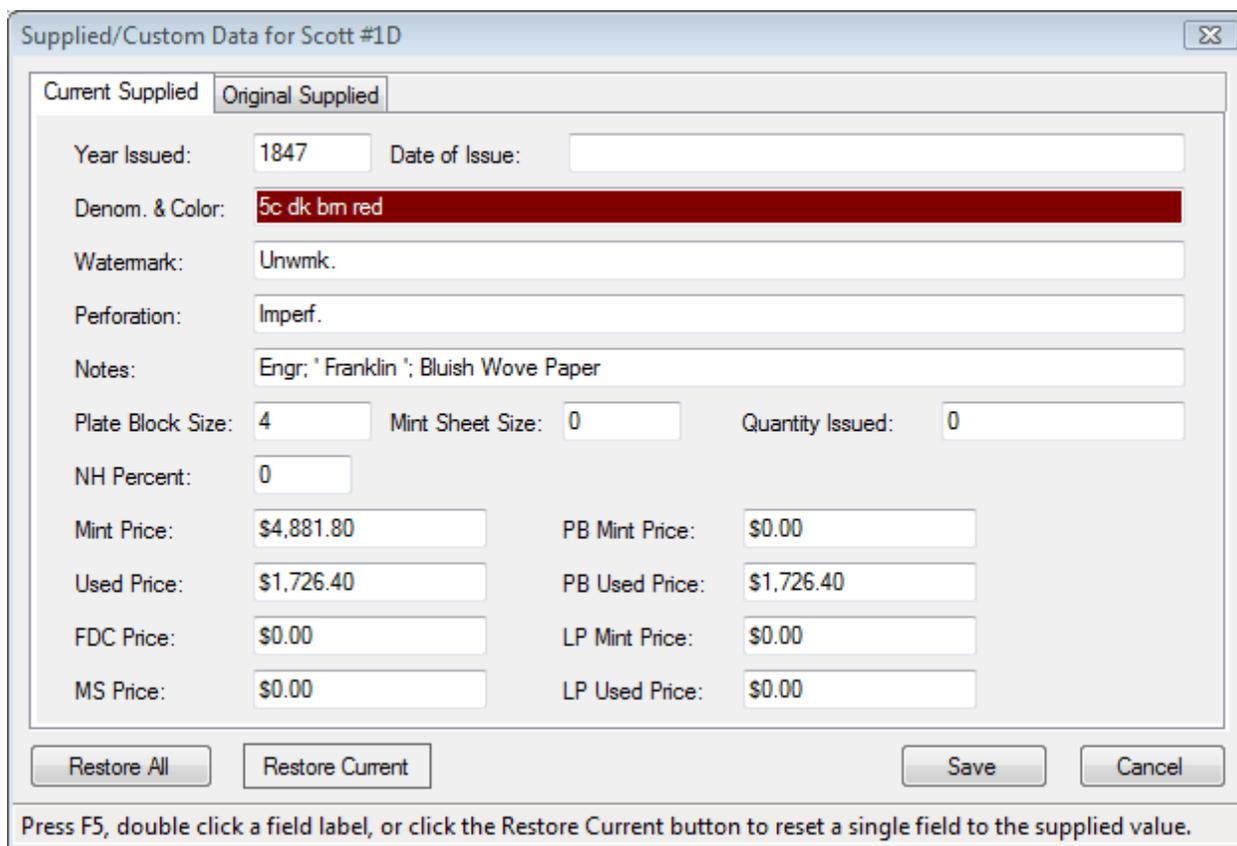
You can drag the divider bars between the data grid's column headers to resize columns on the report. The widths will be saved to the settings file when you close the viewer.

If for any reason you need to force a report profile back to default widths, choose the reset option under the **View** menu. Deleting the RST file from the Settings folder will accomplish the same thing, and also un-hide hidden columns.

## Summary Menu

### Supplied Data (Alt + F1)

This option displays a window which shows you differences between pre-supplied field data and the current inventoried data for a selected stamp record. If the country file is custom, or the record itself is a custom variety with no pre-supplied data, the second tab in the window will not appear.



Supplied/Custom Data for Scott #1D

Current Supplied Original Supplied

Year Issued: 1847 Date of Issue:

Denom. & Color: 5c dk bm red

Watermark: Unwmk.

Perforation: Imperf.

Notes: Engr; 'Franklin'; Bluish Wove Paper

Plate Block Size: 4 Mint Sheet Size: 0 Quantity Issued: 0

NH Percent: 0

Mint Price: \$4,881.80 PB Mint Price: \$0.00

Used Price: \$1,726.40 PB Used Price: \$1,726.40

FDC Price: \$0.00 LP Mint Price: \$0.00

MS Price: \$0.00 LP Used Price: \$0.00

Restore All Restore Current Save Cancel

Press F5, double click a field label, or click the Restore Current button to reset a single field to the supplied value.

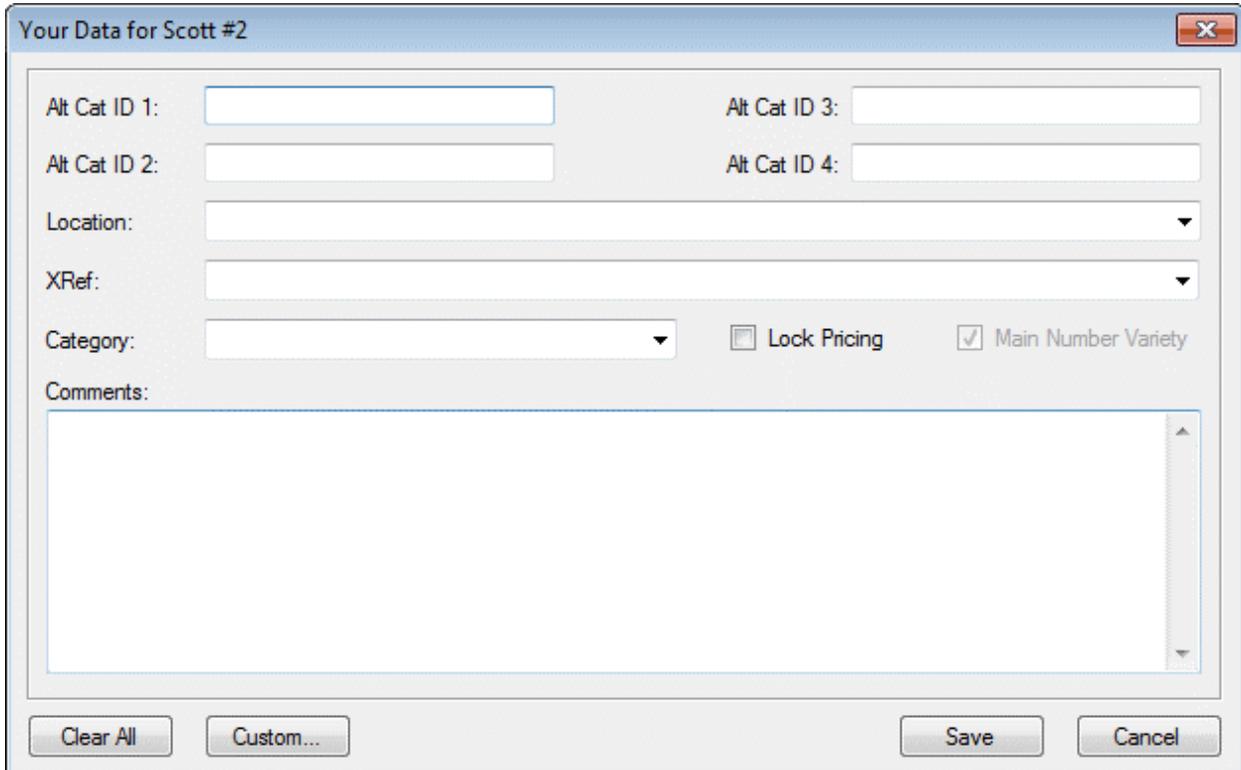
The first tab shows the inventoried value of pre-supplied fields. The second is the original pre-supplied data. EzStamp maintains a read-only copy of pre-supplied fields which can't be altered. You are free to override any of them in your inventoried record. If a value is different, you will see the field displayed with an alternate background color, as in the Denomination and Color field above.

You can restore one or more pre-supplied fields to their original values by clicking inside a field's text box and clicking on the **Restore Current** button, the field label to the left of the text box, or by pressing **F5**.

You can restore the entire collection of field values by clicking the **Restore All** button.

### Your Data (Alt + F2)

This option shows all of the basic stamp details which are not part of the pre-supplied data.



The screenshot shows a dialog box titled "Your Data for Scott #2". It contains the following fields and controls:

- Alt Cat ID 1: [Text Input]
- Alt Cat ID 2: [Text Input]
- Alt Cat ID 3: [Text Input]
- Alt Cat ID 4: [Text Input]
- Location: [Dropdown Menu]
- XRef: [Dropdown Menu]
- Category: [Dropdown Menu]
- Lock Pricing:
- Main Number Variety:
- Comments: [Large Text Area]
- Buttons: Clear All, Custom..., Save, Cancel

This includes the 4 alternate catalog ID values, location, cross-reference, category, comments, and pricing lock status.

If the stamp record is custom variety, then the Main Number Variety checkbox will be enabled, allowing you to switch the record between main and sub-variety status.

### Custom Fields (Alt + F3)

This option shows a window containing all of the custom fields you attached to the country file. If you have no custom fields created, this option will be disabled.

### Special Information (Alt + F4)

This option is identical the one in the main EzStamp window. If the special information icon is enabled in the report viewer toolbar, you can view special pre-supplied notes and stamp specifications for the Scott number.

### Images (Alt + F5)

This option will show the Image Links editor.

### **Comments (Alt + F6)**

This option displays a sizeable comments dialog window, which can be used to view and edit your comments attached to the stamp record.

### **Show/Hide Differences from Supplied (Alt + F7)**

This menu option toggles special cell coloring on the data grid to indicate which pre-supplied fields have data values which are different in the inventoried data compared to what has been supplied by SoftPro.

### **Show/Hide All Data Rows (Alt + F8)**

This menu option toggles display of hidden PNC, Grades, PNB and FDC Cachet data rows. When you run a report for any of these 4 types of stamp information, the report will not include data rows for any Grades, Plate Numbers, or FDC Numbers assigned to the stamp record which didn't match on the input conditions which were used to create the report (i.e. for FDC Cachet reports, the input condition is named Exclude Non-Matching FDC numbers). If you exclude non-matching rows, they will not appear on the report. You can however use this option to display those rows which were originally hidden.

## **Help Menu**

### **Topic Help (F1)**

This option provides context-sensitive help for the report viewer.

### **Preferences (F2)**

This option provides access to the EzStamp general preferences window.

### **View Report Title (Ctrl + T)**

The title bar of the report viewer will attempt to show all of the input conditions which were used to generate the data for the report. For complex searches with many input conditions, the information will not fit the title bar. You can use this option to show a popup window with all of the search input values listed.

## **Other Report Viewer Features**

Right click on the data grid for a popup menu with many of the choices from the primary viewer menu.

If you add images to a field list for a custom profile, you can click the image cell to highlight it, then hold down SHIFT and click again to popup an image preview window.

If you hold down SHIFT while clicking in a selected comments field cell, it will bring up the comments viewer/editor window.

Double click any cell in a stamp record to show the associated record in the main EzStamp window.

## Custom Report Editor

### Reports and Profiles Overview

Searches and reports in EzStamp rely on a profile of settings which contain the basic information for a report to be displayed and/or sent to the printer:

Style	The presentation style for a report, such as fit-to-page or multi-page print formats.
Filters	Settings which alter how data is presented in both the report viewer data grid and on the printed page.
Fields	The set of columns which make up the report. Fields can be single values, value pairs, or groups of related subfields.
Ordering	The primary sort order for the report and secondary sort order for field data groups.
Printer Settings	A set of basic printing attributes (paper size, orientation, margins, etc.).
Titles & Subtitles	The header and footer areas of each printed page contain margins, into which the titles and subtitles will be printed. There are up to 6 title areas and 6 subtitle areas for general report attributes.
Print Attributes	Option which specifically affect the printed pages only and have no effect on displayed stamp records in the report viewer.
Fonts & Colors	Every area of a printed page (headers, footers, grid headers, total lines and data cells) have an associated font and text color which you can change.
Background Colors	For cells contained within the data grids which are printed, special background colors can be added for easier readability.

All of this information is self-contained into a single file called a Report Profile, which has an extension of .RPT and can be found in the EzStamp installation path under the Profiles folder. Profiles have automatic backup capabilities to allow for one level of Undo if you are not happy with your customizations and wish to change back to the previous settings. This is why there is a subfolder underneath the profiles folder named Backup.

Profiles are also divided among the primary files for general searches and reports, plus a small set for Grand Totals reports. Although they share a common RPT file extension and use the same editor to make changes to the profile settings, they are not compatible with each other, and as such are stored in separate folders within EzStamp.

Profiles are further divided into Supplied and Custom file types. There are a few key differences between them, despite the fact that they share a common folder location within EzStamp:

- Supplied profiles can't have their field lists modified – you will not be able to add, remove, or reorder the fields for these profiles. If you need to alter a field list for a supplied profile, you will need to make a copy and save it as a custom profile.
- Supplied profiles are defined for each search and report menu item within the main EzStamp **Search** and **Reports** menus. These profiles are specifically prefixed with the text of "Default" to denote a pre-supplied stock profile. You will not be able to rename the RPT files or the description text.
- The backup copies of supplied profiles are read only, and can't be modified. This is to ensure that if you have any issues with a supplied profile, you can easily restore from the pre-supplied backup copy.
- Supplied profiles are segregated from custom profiles in the editor, using a pair of drop down lists.
- Custom profiles are the only ones allowed for profile switching in any search or report window where a profile swap is allowed. A pre-supplied profile can only be used for the corresponding search/report menu item where it has specifically been assigned to work from.
- Custom profiles can have fields assigned to them which only exist for a specific country file (i.e. you have created a custom field and assigned it to the field list of a custom report). For these types of profiles, they will not be useable if they are attached to any search or report for another country file which doesn't have that field defined – an error will be displayed when you attempt to run the report stating that the field can't be found in the country file.
- Custom profiles can contain fields referencing custom grade definitions.
- Pre-Supplied profiles can have more than one profile per report/search dialog dropdown list, with the "Default" report always appearing at the top, and any alternate pre-supplied reports appearing beneath the default, followed by any custom report profiles.

### Report Type Designations

Any profile can be set to appear only in a specific search or report dialog dropdown list (this filtering was added with the March 2019 Release of EzStamp). A custom report by default will appear in every dropdown list. If you wanted a report to only appear under Quick Stats 1, then you can change type report type designation at any time from "Everywhere" to "Quick Stats 1".

## Using the Report Editor

There are 2 menu options under Reports for running the editor. The Grand Totals Profile editor is available all the time. The standard Report Profile Editor is only available when a country file is open. This is due to the fact that field list editing requires an active country file to be able to access any custom fields attached to the profile which are part of the country.

The editor window is organized exactly as described in the overview section, broken into several tabs.

Before working with a report profile, you will need to choose one from either the Supplied Profile or Custom Profile drop down lists. If you don't choose a profile in either list, you will be editing an undefined blank template filled with default profile settings. If you attempt to save such a profile, you will be asked to provide a name and description for it before the save can occur.

## Report Editor Attributes

Each tab in the editor will be shown with an associate summary table below it to describe the various options assigned to the tab. The title bar of the editor will always show the file name and description for the current profile selected.

### General Setup

The screenshot shows the 'Report Profile Editor - Default Basic Inventory (Default\_BasicInventory.rpt)' window. The 'General Setup' tab is active, showing various configuration options:

- Supplied Profile: Default Basic Inventory
- Custom Profile: <No Custom Profile Selected>
- Report Style: Multiple Pages Wide
- Assigned To: Basic Inventory Report
- Columns to Repeat on Each Page: 0
- Header Text Rotation: None
- Rotation Alignment: Top Down
- Grid Justification: Centered
- Data group repeat: Repeat only Scott Numbers
- Text for "Yes": Yes
- Text for "No": No
- Suppress zero values in reports:
- Other options: Show comments across the entire page width, Use long format for report header field names, Hide "No" value in Yes/No Fields, Calculate grade net values using VF supplied prices.

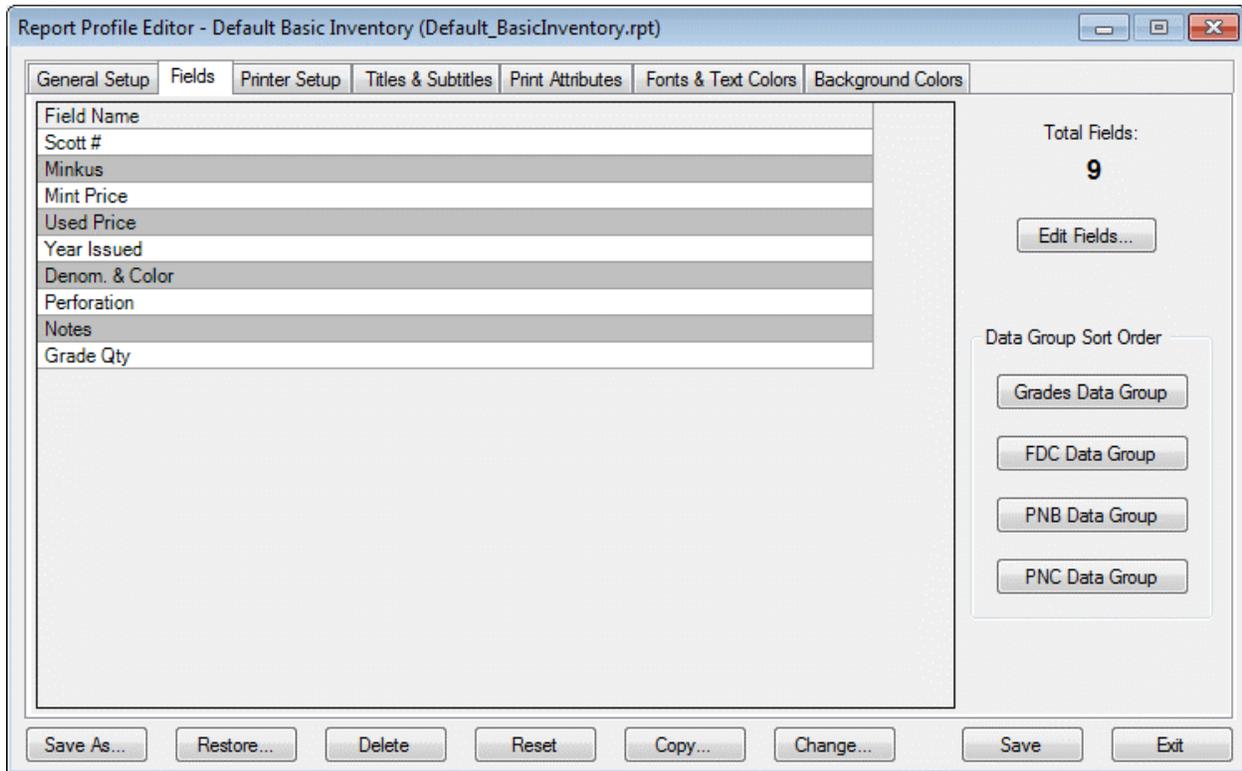
Buttons at the bottom include: Save As..., Restore..., Delete, Reset, Copy..., Change..., Save, and Exit.

Supplied Profile	This list will contain all of the pre-supplied report profiles which are assigned to the menu items under <b>Search</b> and <b>Reports</b> .	
Custom Profile	This list will contain all custom report profiles, which you have created and which may also be supplied by SoftPro.	
Report Style	There are 4 choices for the report style:	
	Screen Only	The report can only be used for the report viewer window. This option should only be chosen to create ad-hoc custom profiles which don't require all of the printer settings to be configured, as the report can't be sent to the printer. When you choose this type, all tabs except the first 2 in the editor window will disappear.
	Fit to Page	This type of report will attempt to fill the page width with all of the fields in the field list. If the fields will not fit onto the width of a single page of paper, you will not be able to print the report.
	Multi Page	This is the default type for pre-supplied profiles which ensures that the report can be printed by spanning the fields across multiple pages.
	Staggered	The staggered report is useful for creating condensed reports which make maximum use of the available area on each printed page. This is useful for saving paper for very large reports. The fields in the stamp record are staggered left to right then top down within a single page width, created a row-column block of cells per stamp record.
Column Repeats	The leftmost fields in the field list can be replicated onto each page which spans all the pages of a multi-page format report. The default value of zero means no fields will replicate across pages (unless Scott field repetition is used, see below). If you put a value of 3 in this setting for example, then the first 3 fields in the field list will appear on each page which spans the width of the report.	
Header Rotation	For reports with fields which contain many narrow fields (such as grade price or quantity details), the header labels can be significantly wider than the data values in the grid. This can result in wasted paper and the chance that a report defined as fit-to-page won't fit the paper width. Header rotation can print the label text at 90 degree angles to the data cells, allowing for a more condensed report, at the expense of some vertical paper space to contain the header area of the grid.	
Justification	The data grid can be justified to align to the left margin, center	

	within the margins, or fill the paper width. For the last option, the grid cells will proportionally be resized to ensure that the grid will have its edges flush with the left and right margins.
Rotation Alignment	When using 90 or 270 degree header rotation, you can choose if the vertical alignment of the text is flush with the top or bottom of the cell containing the header label.
Data Group Repeat	The three choices here determine how the field list is replicated across the pages of a multi-page report. If the Scott number choice is used, then this field appears on each page, even if the column repeat option is set to 0. For the Repeat on Regular fields option, the column repeat value defines how many of the leftmost fields in the field list will appear on each page. This value is not applicable for staggered or fit-to-page reports.
Comments Span Page Width	<p>The comments field can contain up to 4,000 characters of data. As such, how this field is presented in a report can determine how many pages of paper are needed to print it. By using the spanning option, the comments will appear below all other fields in the grid, as a single cell of data, exactly the width of the page, and as tall as needed to show all the text.</p> <p>You should NOT enable this option for any report profile which has the comments field in the field list, or you will be showing the same information twice.</p>
Yes/No Text Values	EzStamp is currently provided as an English-only distribution. However, all of the text which appears on the printed report can be customized by editing the Master Fields configuration to suit any language. Since there are fields defined in the this list which are classified as Yes/No data types, you can choose to use other text values in place of the default "Yes" and "No" strings.
Header Long Name Format	Check this option to print header labels using the long format text. If you want to conserve paper, use the short formats of the labels. Both the long and short names can be customized in the Master Fields configuration.
Hiding "No" Values	Check this option to suppress the "No" text for Yes/No field types on the report.
Suppress Zero Values	Check this option to suppress currency and quantity fields on the report if they have no value assigned to them (i.e. \$0.00 and 0).
VF Supplied Calculations	Check this option to enforce net value calculations for grades which will be based on the Very Fine Mint price alone.



## Report Fields

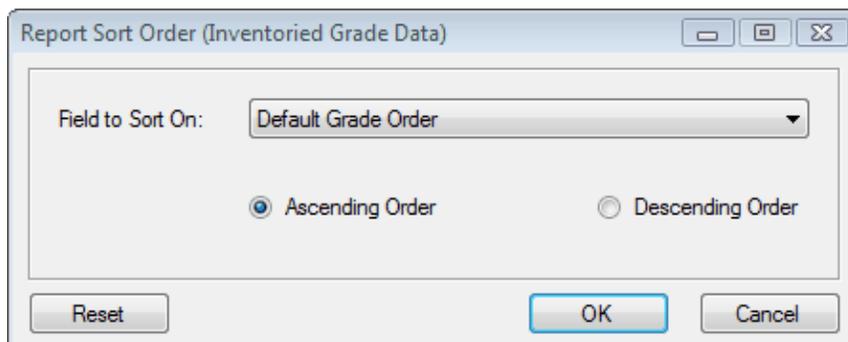


This tab doesn't really provide field editing capabilities. To edit the field list, click on the Edit Fields button to run the field profile editor. The Total Fields label indicates primary field totals only. Any primary field which is based on a data group with subfields can in turn contain many additional report fields.

### Data Group Sort Order

Any profile where you have assigned one of the 4 types of data groups (fields which contain multiple subfields) for Grades, FDC Cachet, PNC, or PNB data can be assigned a secondary sort order, independent of the primary field sort order.

Clicking any of the 4 buttons will bring up the sort options window as shown below.



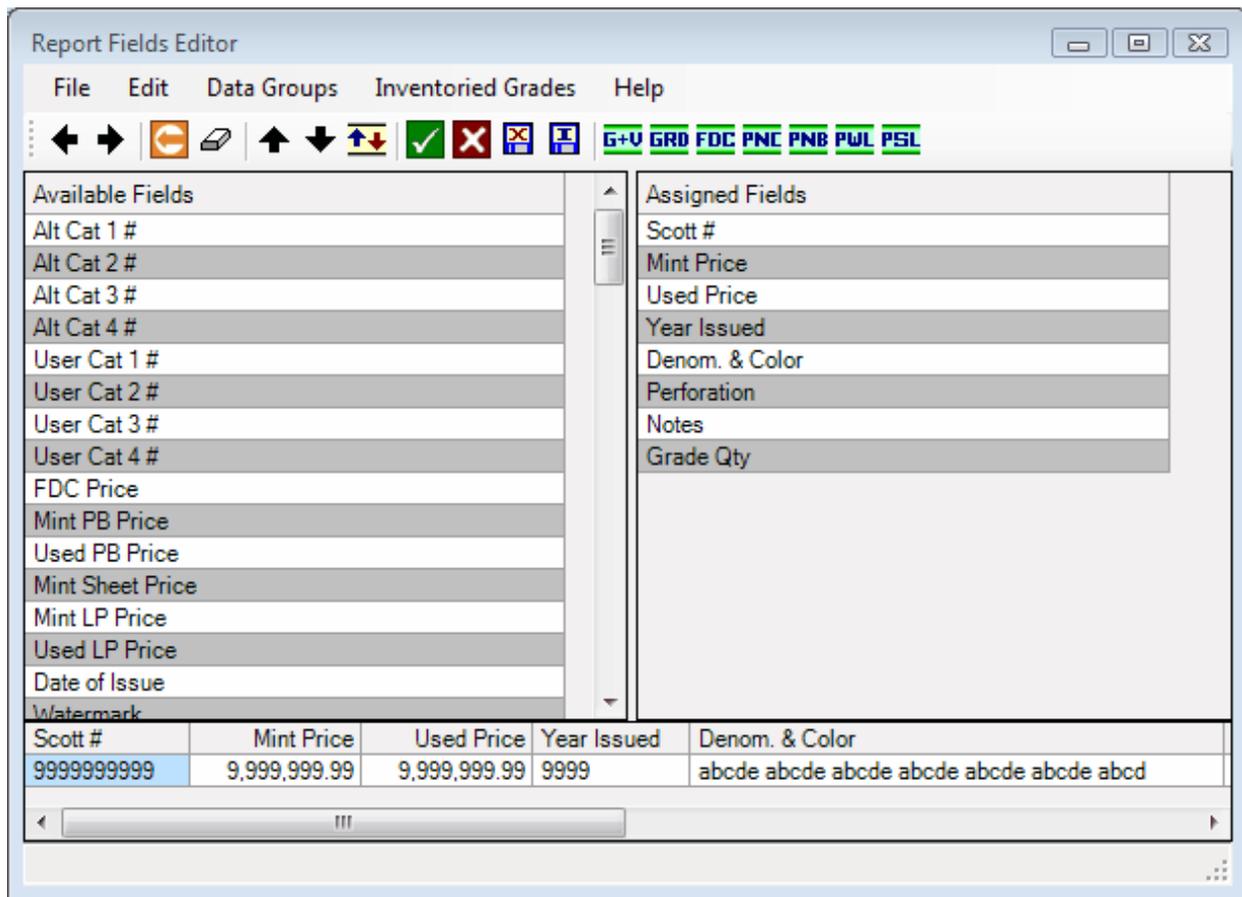
The drop down list will contain the field which will act as the secondary sort for all the rows of data within the report. For example, if you have a PNC record with 14 plate numbers, you can choose to sort on PNC Net Value descending order for the 14 data rows which will appear under a single Scott/Alternate catalog number.

The sort will be applied even if the field itself is not part of the report profile.

Click on the **Reset** button to apply the default sort order for the data group.

## Field Profile Editor

Click the **Edit Fields** button to run the field profile editor.



The editor window is organized into the following sections:

- A menu bar across the top contains all editor options.
- The toolbar contains short cut icons for frequently used editing options.
- The left side list contains the available report fields which can be assigned to the profile.
- The right side list contains the current fields assigned to the report. As you add more fields, the left side list will shrink and the right side list will grow.

- The small scrolling grid at the bottom is the current field list preview pane. It provides a visual cue of the complete set of primary and subfields which will be part of the report.
- The status bar at the bottom is used to display help hint messages.

### Toolbar Options



1	<p>Use the left arrow to remove fields from the report (move from the right list to the left).</p> <p>Use the right arrow to assign fields to the report (move from the left list to the right).</p> <p><b>NOTE:</b> As a shortcut, you can simply right click the selected fields in either list to move them to the opposite list. You can also double-click individual fields to assign or remove them.</p>
2	<p>Undo all field edit changes since you started the editor.</p>
3	<p>Erase all fields in the report. You will not be able to remove the Scott number field.</p>
4	<p>The up and down arrows move selected fields in the assigned (right) list within the list. The top-down ordering of fields in the editor is the actual left-to-right ordering on displayed and printed reports.</p>
5	<p>Click this icon to change the primary report sort order.</p>
6	<p>This icon saves all changes to the field list. This does NOT save the report profile changes (The field list is only one part of the overall profile). You must click Save from the report editor window to save changes to the report file.</p>
7	<p>Click this icon to cancel all changes made to the field list.</p>
8	<p>You can export and import field lists for use with other report profiles.</p>
9	<p>These icons access the data group editors for the following:</p> <ul style="list-style-type: none"> <li>• Grades and Values (Horizontal field presentation of grade data)</li> <li>• Inventoried Grades (Vertical presentation of grade data)</li> <li>• FDC Cachet data (vertical presentation)</li> <li>• PNC data (vertical presentation)</li> <li>• PNB data (vertical presentation)</li> <li>• PWL data (vertical presentation)</li> <li>• PSL data (vertical presentation)</li> </ul> <p>The vertical format implies that these data groups contain multiple data</p>

	rows for a single stamp record, and as such will be displayed top down in a vertical format, using as many rows on the report as there are rows of data in the stamp record.
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### Exporting and Importing Field Lists

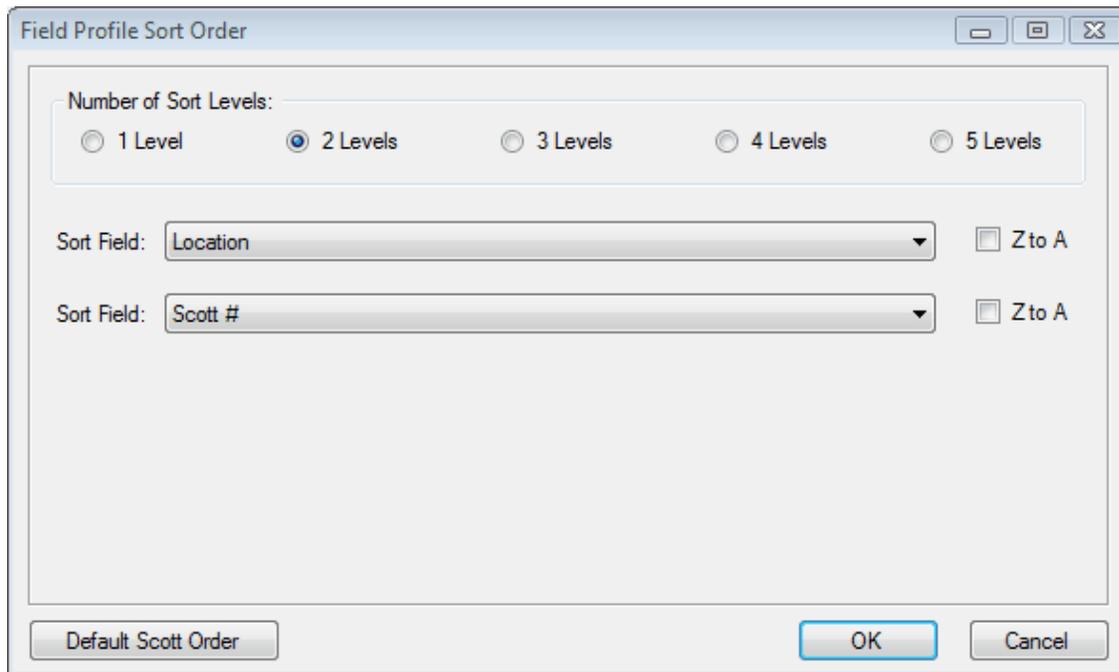
Use the export option to save the field list configuration to a file. The files are saved with an RFC extension. You can import a field list into another report profile, provided that any custom fields in the list are also present in the current country file. The editor will also reject an import file if it references a custom grade definition not defined in the current country.

### Setting the Field Preview Format

Use the Field Preview option (Ctrl + N) in the Edit menu to change the way the preview pane at the bottom displays the field configuration. Short names will substitute the shorter labels for the fields and swap the field sample text with field position numbers.

### Setting a Primary Sort Order

Choose this option from the Edit menu to bring up the field sort dialog window.



You can sort the report data using up to 5 fields, each of which can be in ascending (A to Z) or descending (Z to A) order. Check option for Z to A on each field to reverse the sort order.

The sort field is limited to a specific set of primary stamp attributes and can be extended to use custom fields which you can attach to the stamp record. You can't choose attributes which are considered secondary data within EzStamp (Priority Want and Sell Lists, FDC Cachet Data, PNB or PNC data, and inventoried grades).

### Field Data Groups

There are 7 data groups which can be assigned to a report profile field list. You can assign one or more of these groups to the report, after which you should configure how the subfields are organized for the group.

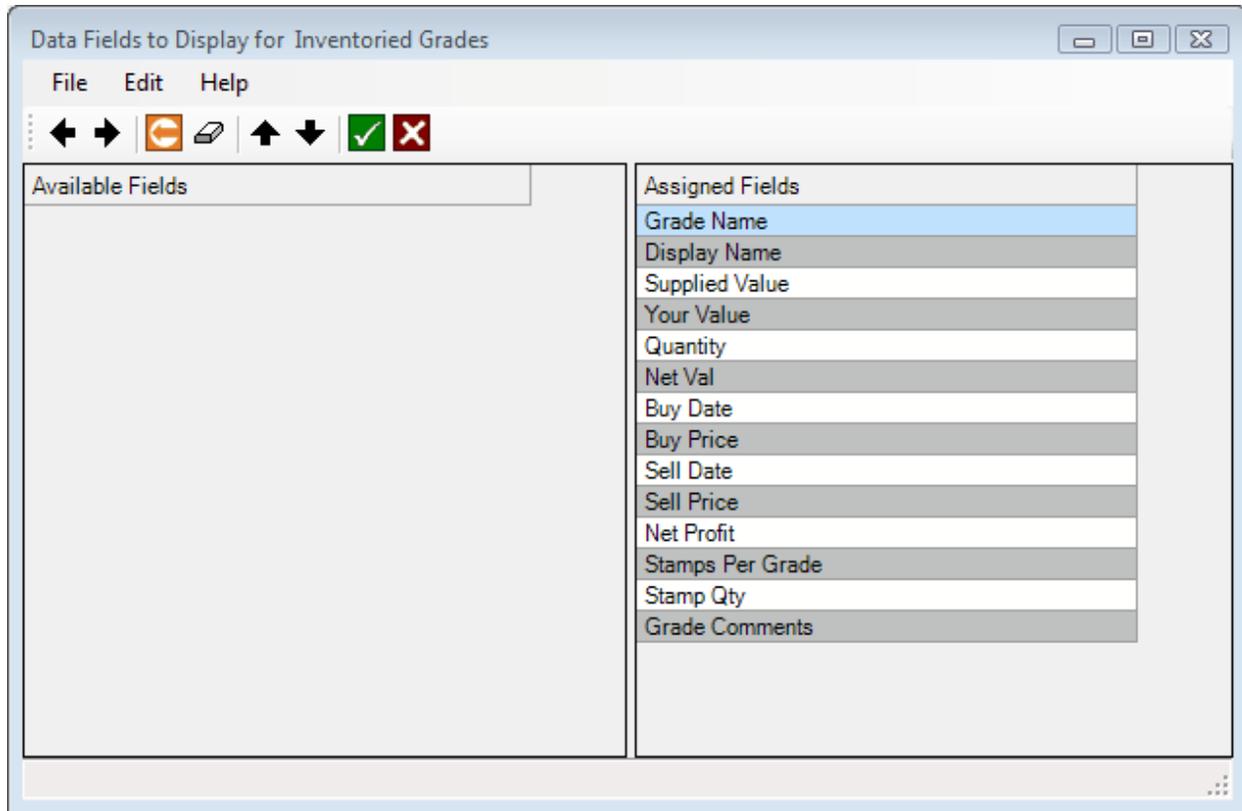
Six of these groups are defined under the Data Groups menu. These groups always show their data vertically in the report:

- Grades
- FDC Cachet Data
- PNC Data
- PNB Data
- PWL Data
- PSL Data

You will find the data group fields at the very bottom of the available field list, below any custom fields which will appear below the regular stamp fields.

Scott #	Minkus	Mint Price	Used Price	Year	Den./Col.	Perf.	Notes	Grade Qty
1	2	3	4	5	6	7	8	9

Once you assign any of the fields with the (Data Group) tag to the right side list, you can access the data group editor by choosing the menu option or clicking on the appropriate icon in the toolbar.

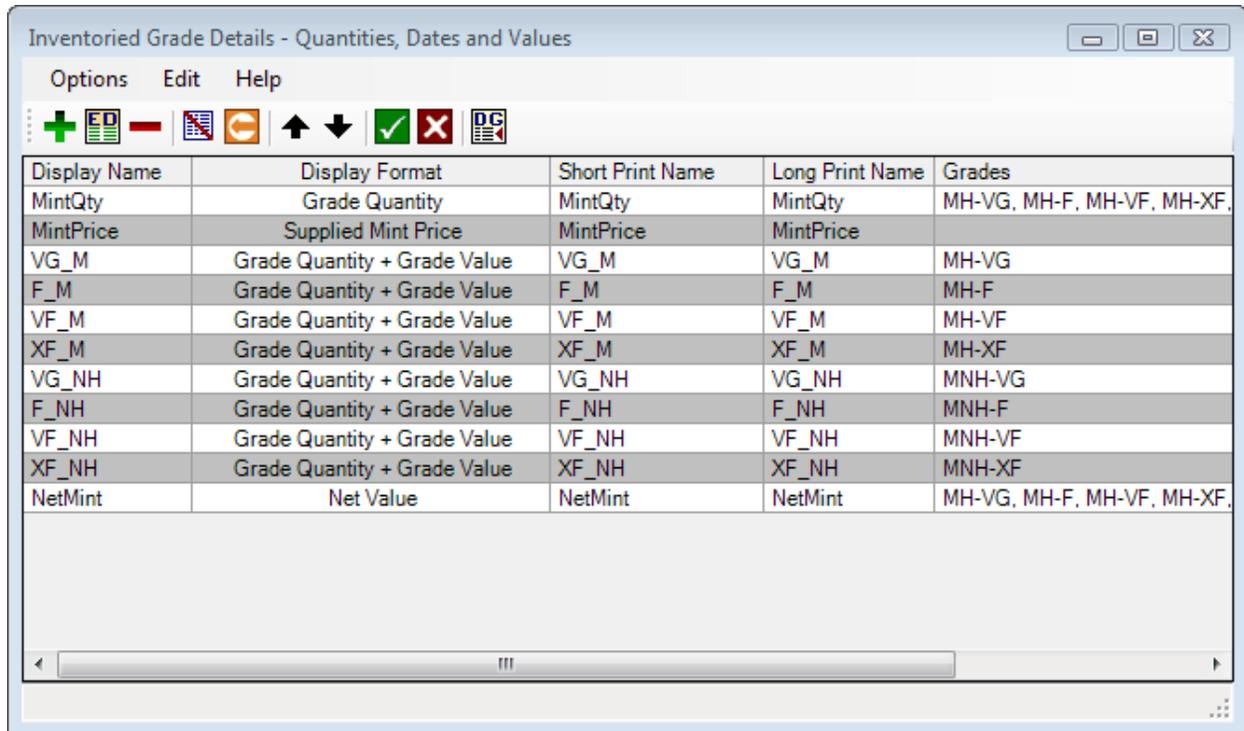


The data group editor looks remarkably similar to the field profile editor. The 2 lists represent subfields which belong to the group. The left side list contains the available subfields, and the right side list contains the assigned fields. The menu and icon options are identical in behavior to the ones in the field list editor.

### **Inventoried Grade Values/Quantities**

The 7<sup>th</sup> data group is slightly different than the other 6, as this one is specifically designed for horizontal presentation of inventoried grade data using combinations of quantity and currency value types.

Once you assign the Inventoried Grade Values/Quantities field to the right side list, you can choose the menu option under Inventoried Grades, or click on the G+V icon.



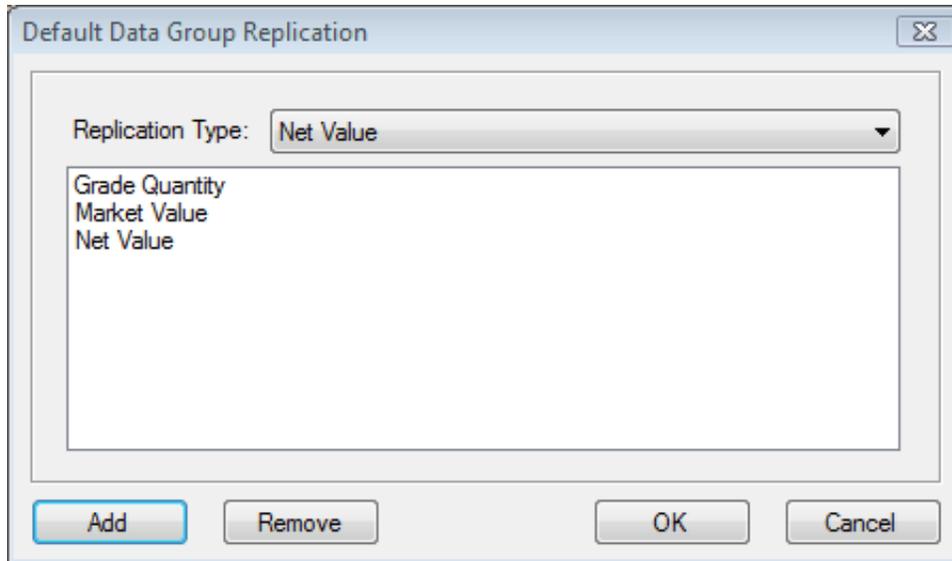
This editor involves creation of custom subfields based on combinations of quantity and currency values assigned to each subfield. The editing of grade subfields for this type of data group is perhaps the most complex option in EzStamp to work with, yet it is also the reason why the report profiles can appear completely different from each other by using just a single data group field in the profile.

- The + and – icons are used to add and remove subfields from the list. The ED icon is used to change the subfield configuration after it’s already been added to the list.
- The clear icon will erase all subfields in the group.
- The undo icon reverses all changes made since you started editing the group.
- The up and down arrows move selected subfields up and down within the list.
- The save icon will commit all subfield changes for the group to the profile. These changes will not be saved until you commit the field profile configuration and then save the profile from the main profile edit window.
- The cancel icon will discard all changes you made and close the editor.
- The DG icon will create a default set of subfields to work with. This option in itself can be tricky to understand so will be described in the next section.

The list itself shows the display name for on-screen labels and the report viewer, the short and long names for header labels on printed reports, the display format for the data and the grades which are used to build the net sum for quantity and currency values.

### Creating a Default Subfield List

The easiest way to work with a new grade data group is to create a generic set of subfields and then edit the list after the fact. Click the DG icon to show the following window.



The list in the middle contains one or more replication types. You build this list by selecting a single replicate type from the drop down list and clicking the **Add** button.

To remove a replication type from the list, select one or more entries and click the **Remove** button.

Each grade defined for the current country will be assigned into the subfield list (any current subfields will be erased). There will be one subfield for each replication type. In the example shown, assuming the first 4 grades are MH-VG, MH-F, MF-VF and MH-XF, the first 12 subfields will be:

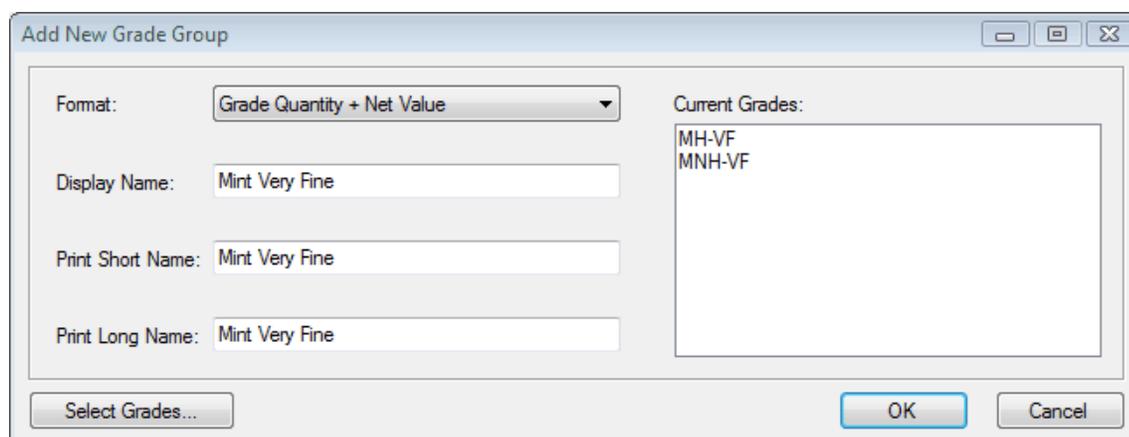
1	Quantity for MH-VG
2	Market Value for MH-VG
3	Net Value for MH-VG
4	Quantity for MH-F
5	Market Value for MH-F
6	Net Value for MH-F
7	Quantity for MH-VF
8	Market Value for MH-VF
9	Net Value for MH-VF

10	Quantity for MH-XF
11	Market Value for MH-XF
12	Net Value for MH-XF

If there are 21 grades defined for the country, the total number of subfields created would be  $21 * 3 = 63$ .

### Adding and Editing Subfields

A single subfield is added using a simple dialog window, which is also used for editing existing fields (*Note: the term Grade Group is how EzStamp defines a subfield for inventoried grade data groups*):



The subfield is referred to as a grade group, since the value of the data is based on a combination of one or more grades, as shown in the current grades list on the right. When you group up multiple grades, the sum total of the corresponding value(s) shown in the Format drop down list will be shown on the report.

In this example, a Mint Very Fine subfield is created using the Hinged and Never Hinged very fine grades. The format is defined as Grade Quantity + Net Value, which is a split cell format on the report (see below for format types). When showing the report data, the grade quantity for both grades will be added together and displayed.

Use the **Select Grades** button to choose which grades will be used to define the group for the subfield.

### Grade Group Format Types

The following formats are available to display on reports for inventoried grade data.

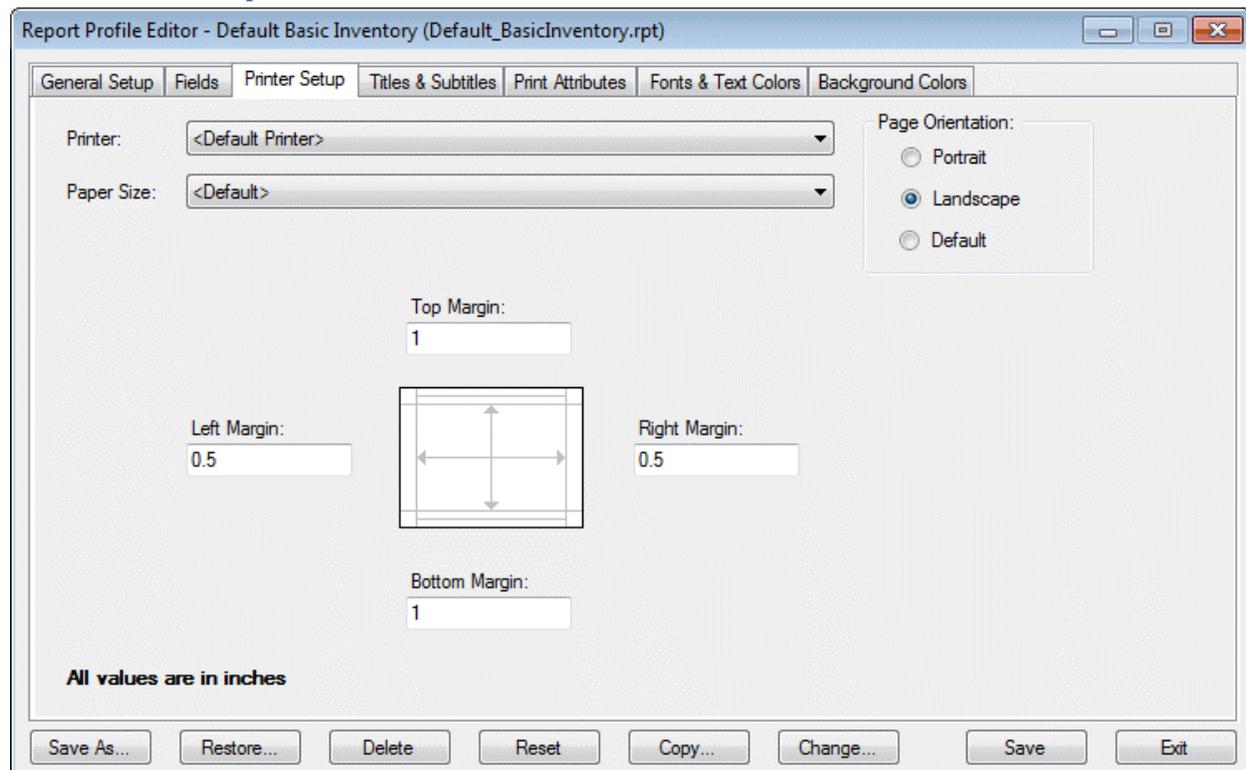
Grade Quantity + Grade Value	The grade quantity will appear together with the grade value (user custom value or market value) in one cell, with the quantity on the left and the currency value on the right.
Grade Quantity + Net Value	The grade quantity will appear together with the net value in one cell.
Stamp Quantity + Grade Value	The stamp quantity (grade quantity * stamps per grade) will appear with the grade value in one cell.
Stamp Quantity + Net Value	The stamp quantity will appear with the net value in one cell.
Grade Quantity	The grade quantity will appear in the cell.
Stamp Quantity	The grade quantity * stamps per grade will appear in the cell.
Grade Value	The grade value (user custom value if provided, market value if not) will appear in the cell.
Net Value	The grade value * quantity will appear in the cell.
Purchase Price	The purchase price will appear in the cell.
Sell Price	The sell price will appear in the cell.
Purchase Date	The purchase date will appear in the cell.
Sell Date	The sell date will appear in the cell.
Net Profit	The net profit (sell price – purchase price) will appear in the cell. If adjusted net profit is in effect (EzStamp general preference) then net profit is zero unless a sell price is present.
Market Value	The supplied price (if the grade is not derived from another grade with a base price), or the calculated price (based on a derived grade) of the grade will appear in the cell. For custom countries and grades without pre-supplied prices, the market value is always zero.
Supplied Mint Price	The pre-supplied mint price is displayed.
Supplied Used Price	The pre-supplied used price is displayed.
Supplied PB Mint Price	The pre-supplied plate block mint price is

	displayed.
Supplied PB Used Price	The pre-supplied plate block used price is displayed.
Supplied Mint Sheet Price	The pre-supplied mint sheet price is displayed.
Supplied FDC Price	The pre-supplied FDC price is displayed.
Supplied LP Mint Price	The pre-supplied line pair mint price is displayed.
Supplied LP Used Price	The pre-supplied line pair used price is displayed.

### Copying Subfield Formats

If you select a single subfield, you can duplicate the display format to all other subfields in the list, using the **Copy Selected Format** option.

### Printer Setup



The printer setup tab allows you to set specific printer settings for this profile. Much like the EzStamp general printer settings, the default settings are based on the following:

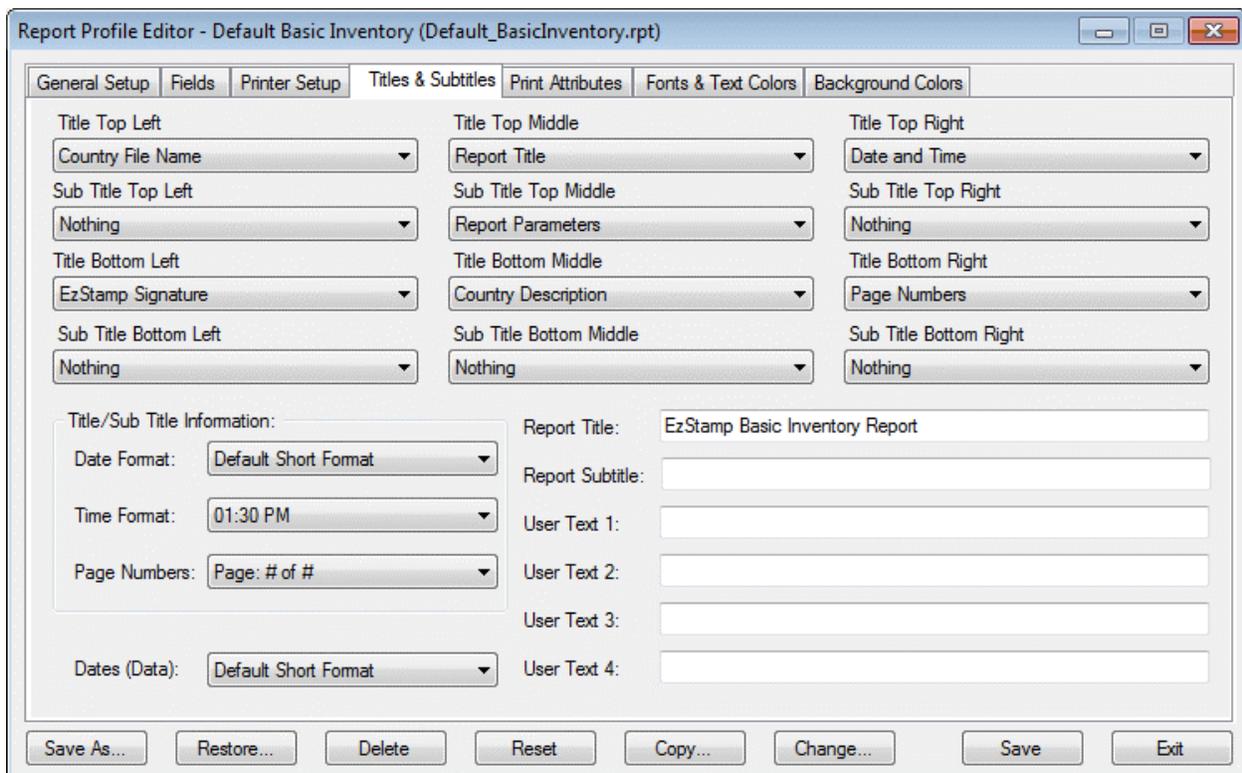
- Your default Windows printer.
- Default paper size.
- Left and right margins of 1/2 inch.

- Top and bottom margins of 1 inch.
- Landscape orientation.

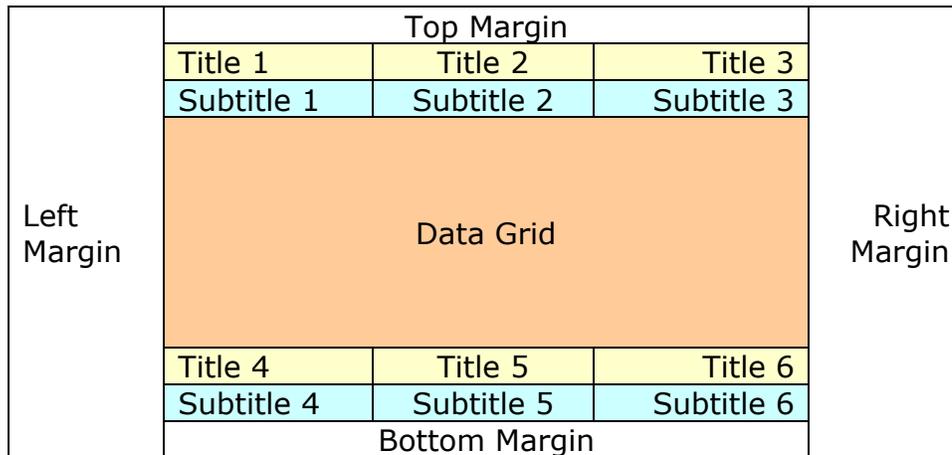
You can change these settings and they will be applied to the current report profile only.

**Note:** If you don't see any printers in the drop down list, use the Refresh Printers option in either the main EzStamp menu or from the general preferences window. EzStamp creates a printer list when application is first initialized. If you add or remove printers after EzStamp has been installed, you will need to refresh your printer list.

### Titles and Subtitles



A report has 6 title areas and 6 subtitle areas as follows:



The titles and subtitles are printed within the top and bottom margin areas of the page. If you decrease the size of these margins, you reduce the available space to print the text – always ensure there is sufficient space to print the titles and subtitles, unless you intend to create a report without any of the areas being used.

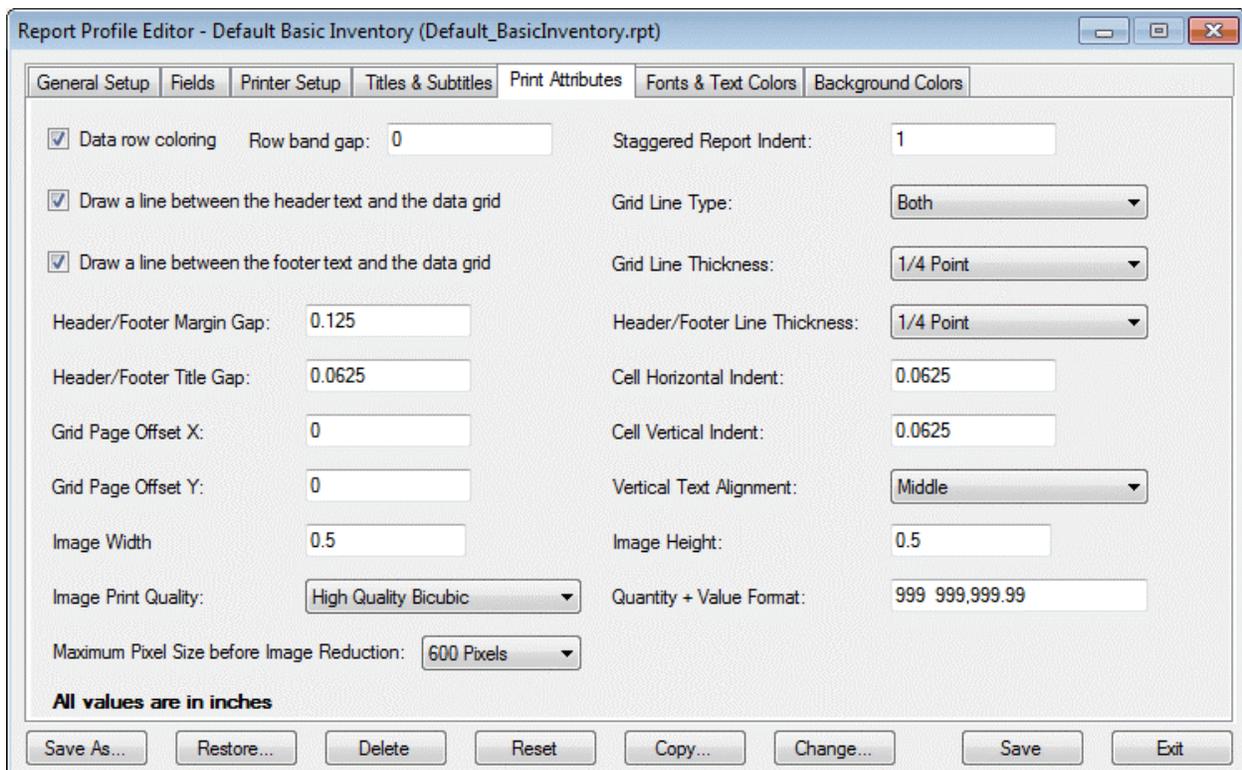
Each of the 12 areas is defined by choices made in the appropriate drop down lists. You can choose from one of several attributes to place into a title or subtitle area.

Nothing	No attribute will be printed in the title/subtitle area.
Report Title	The text which appears in the Report Title text box.
Report Sub Title	The text which appears in the Report Subtitle text box.
Date and Time	The date and time based on the date and time format chosen from the 2 drop down lists.
Page Numbers	Page numbers, using the format chosen from the drop down list.
Country Name	The name of the country identity, for example any country derived from USA will be the text "USA".
Country Description	The description as stored in the country file settings.
Country File Name	The file name as stored in the DB folder of the EzStamp application path.
User Defined 1	Any text of your choice, which is entered in the corresponding text box in the dialog window.
User Defined 2	
User Defined 3	
User Defined 4	

Report Parameters	EzStamp will attempt to output as much of the search input conditions as will fit without overwriting any other text in the report or running off the margin edges. This is the same text as appears in the title bar of the report viewer window, less the report title.
EzStamp Signature	For trial versions of EzStamp, a special copyright signature string is attached to the bottom left of all reports, and can't be removed. You are free to add or remove this message as long as you have a registered copy of EzStamp.

One last item on this tab is the date format for Data cells. Choose from this drop down list to enforce a specific format pattern on all dates in the report data grid.

## Print Attributes

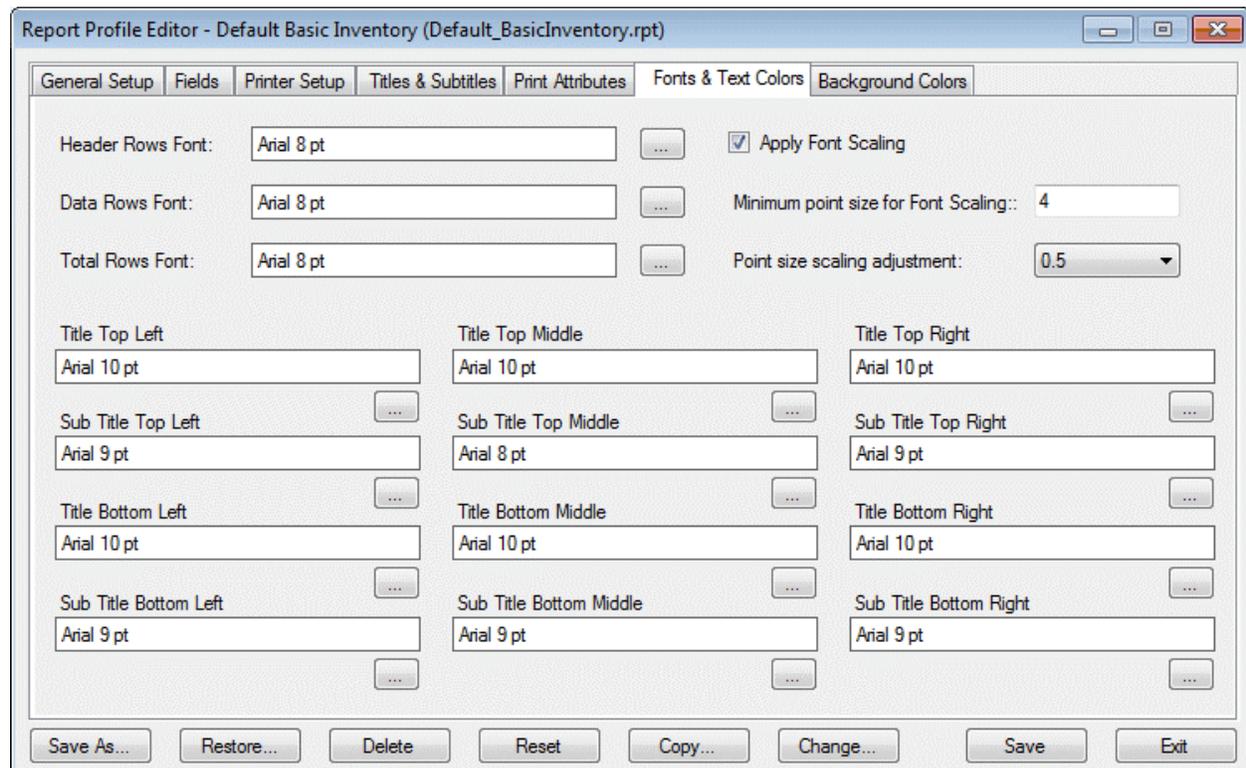


This tab contains several options which control how each page will be formatted on the report. With the exception of the value format setting, all other attributes are for the printed pages only.

Data Row Coloring	If this option is enabled, the odd and even rows of the data grid will alternate background colors, much like the report viewer's data grid.
Row Band Gap	This value, which is in inches, is the amount of white space to add between each row in the data grid. This gap value can be useful for staggered reports, as it will provide a clear division between the stamp records.
Staggered Report Indent	When used the staggered report style, this indent is applied to rows 2+ for each stamp record. For example, if a stamp record requires 3 physical rows on the page to print all the fields, an indent of 1 inch would be applied to the second and third rows to clearly show the starting row for each stamp record.
Header and Footer Lines	Check these options to draw a thin horizontal line across the page between the header/footer titles/subtitles and the data grid.
Grid Line Type	This option specifies the border style to use when drawing gridlines around the cells in the data grid.
Grid, Header & Footer Line Thickness	These drop down lists give you a choice of line thickness to use for the lines which separate titles, subtitles, and the data grid cells.
Header/Footer Gaps	These gaps provide a small amount of white space between text areas. The margin gaps are measure upwards from the top margin (header area) and downwards from the bottom margin (footer area). The title gap provides extra white space between titles and subtitles.
Cell Indents	The indent values provide a safe margin of white space within each cell of the data grid. The 2 values act as margins within each cell to keep the text from creeping into the grid lines which separate each cell's data from one another.
Grid Offsets	Grid offsets of 0 and 0 will align the grid to fit within the page margins. A negative value will force the grid to expand into the margin areas, while a positive value will make the grid shrink within the margin areas.

Vertical Alignment	This option specifies how the text should vertically align with each cell of the data grid.
Image Size	The image width and height values allow you to set the size of all image fields on the report. Image dimensions must fall between ¼ and 4 inches in either direction.
Image Quality	This option controls the print quality of images. Bicubic options provide the highest quality output.
Quantity & Value Format	This text box contains arbitrary text which defines the default number of measurement characters to use for grades and values appearing as part of an inventoried grade data group. EzStamp will measure the width of this string to set the default column widths in the report viewer. This option is not used for printed reports.
Pixel Size for Image Reduction	When printing images, EzStamp can reduce the size and increase the printing performance of the reports by scaling down the images before sending them to the print spooler. This setting controls the maximum width or height of an image before it is scaled down.

## Fonts and Text Colors

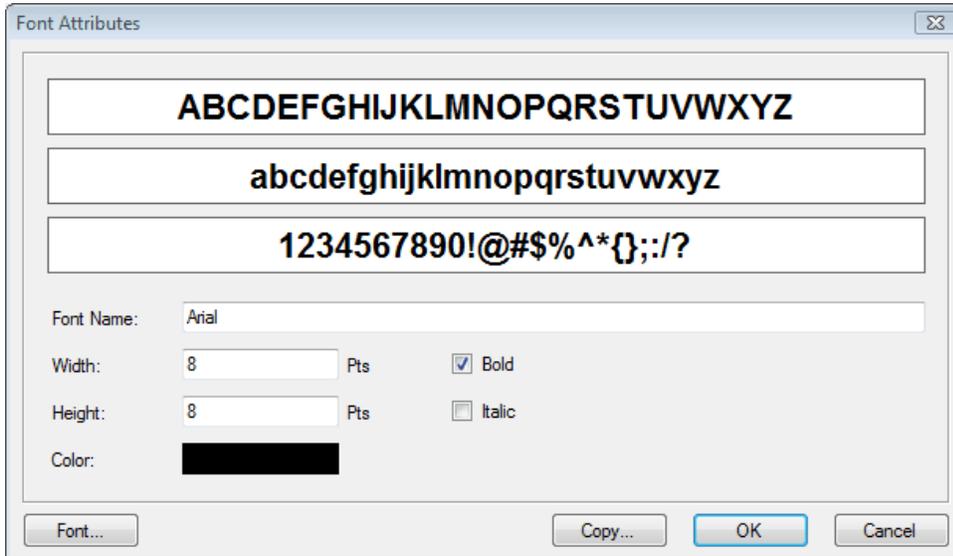


This tab contains all of the font settings for printed reports.

Header Rows Font	The top row of the data grid containing the header labels for each column on the report.
Data Rows Font	The interior data cells representing the stamp information.
Total Rows Font	The bottom row(s) of the very last page of the report, for showing sum totals on columns which can be totaled.
Title and Subtitle Fonts	Each of the 6 titles and 6 subtitles can have unique font assignments.
Font Scaling	<p>The 3 attributes in the upper right corner define how font sizes can be dynamically reduced for the data grid text if the information doesn't fit within the cell. For multi-line or fixed width field types, scaling doesn't apply, as the text will either wrap to multiple lines, or the cell width will auto-size to fit the text.</p> <p>If font scaling is disabled, then text which doesn't fit a cell will be truncated and denoted with the ... ellipsis string.</p> <p>When font scaling is applied, EzStamp will attempt to reduce the font size by the adjustment value down to the minimum allowable point size you specify until the text fits. If the text still doesn't fit, truncation will be used.</p>

### Changing Fonts

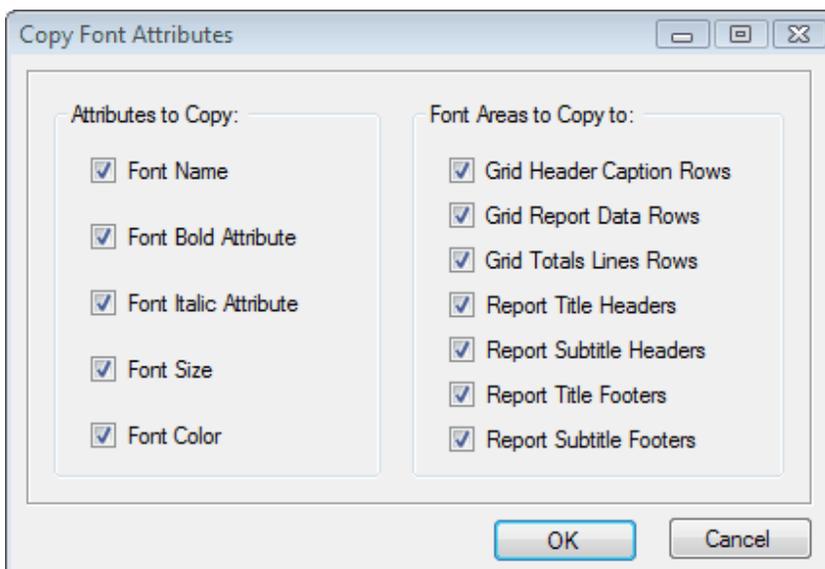
For each font in the window, you can click the ellipsis buttons to display the font picker dialog.



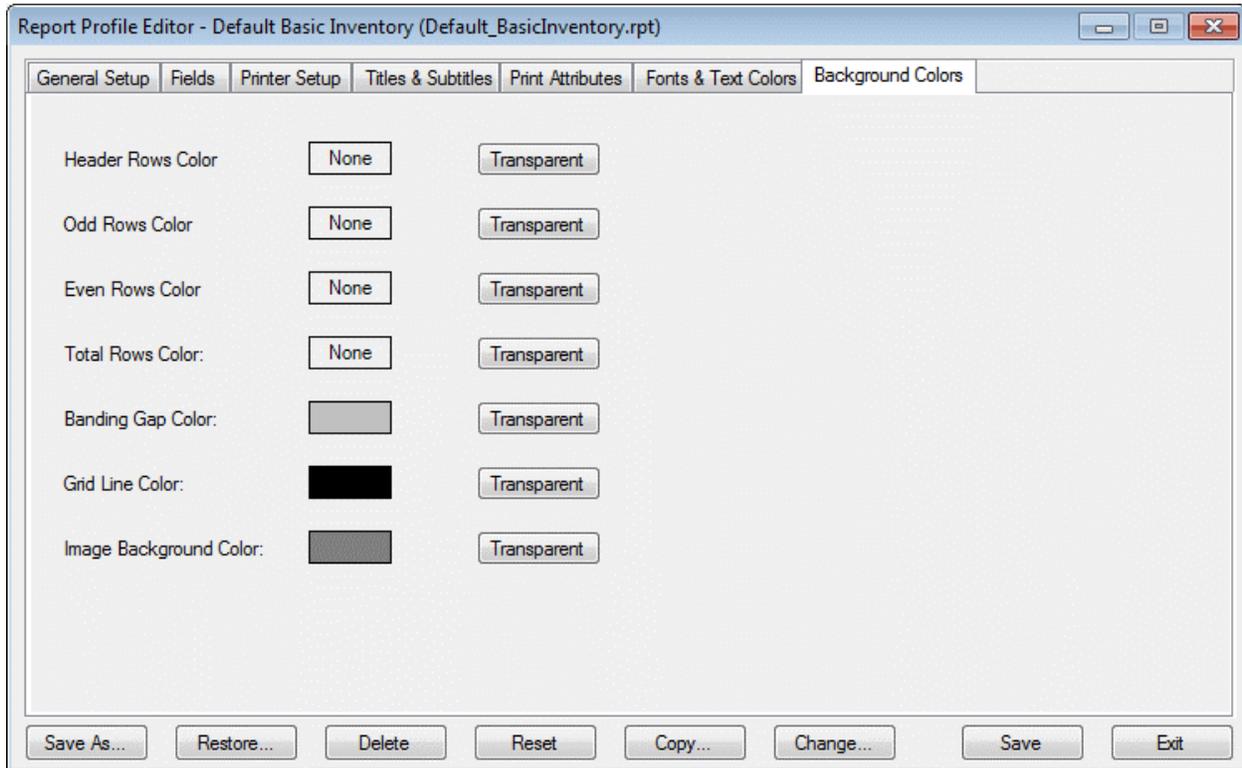
The easiest way to set a new font is to click on the **Font** button and use the standard Windows font selection dialog window. This will populate the font name, width, height, bold and italic attributes. The color can be changed by clicking on the color swatch in the above window.

The 3 labels at the top display character samples in the current font chosen.

The **Copy** button can be used to duplicate the current font settings to other report fonts without having to individually adjust each report font for the same values.



## Background Colors



This tab contains the background colors for the printed reports. The Transparent buttons to the right of each color swatch are used to set a background color to transparent. This will be indicated with the text of "None" on the swatch.

Header Rows Color	Applied to the background of the top row of the data grid containing the column header labels.
Odd Rows Color	Applied to rows 1, 3, 5, etc. of the data grid cells.
Even Rows Color	Applied to rows 2, 4, 5, etc. of the data grid cells.
Totals Rows Colors	The bottom row(s) of the very last page of the report, for showing sum totals on columns which can be totaled.
Banding Gap Color	If you set a banding gap (the space between each row of stamp records in the data grid), then this will be color of the spacing band.
Grid Line Color	The color for the grid lines surrounding the data cells, and also the color for the header and footer grid lines.
Image Background Color	When printing images, this color will fill up the empty space within the cell where the stamp image itself isn't occupying.

### Using Save and Save As

The **Save** button is used to save all changes from all the various editors within the report editing tool (fields editor, data group editors and all the attributes within the tabs of the main editor window). If you attempt to close the editor without saving changes, you will be given a warning and a chance to back out.

The **Save As** button will create a copy of the current profile under a new name and description of your choice. New reports are always saved as custom format – you can't save new reports as supplied format.

Click on **Delete** to remove the current report profile. You will not be able to delete supplied profiles. Once a profile is deleted, it can't be recovered except from a backup. If the report you deleted was assigned to any report or search in EzStamp, you will have to choose a different profile when you run that search or report.

The **Change** button is used to change the description, name and report type designation for a profile. You will not be able to change the name or description if they are already in use by an existing profile. Pre-supplied reports are not allowed to be changed at all. The report type designation is used to filter out custom profiles from appearing in search or report dialog window profile dropdown lists where you don't wish them to appear. The current report type designation is displayed as the "Assigned To" item in the **General Setup** tab.

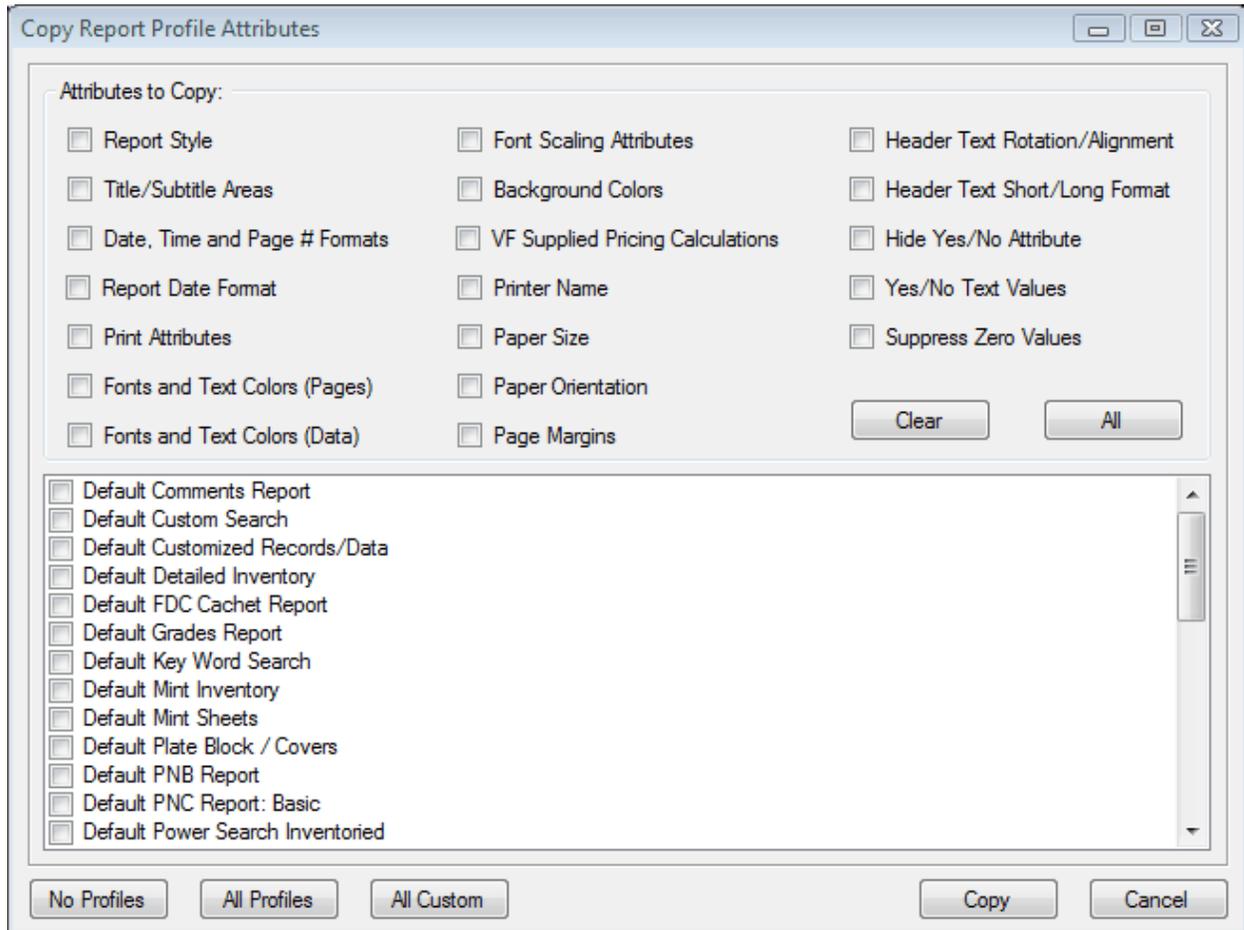
The **Restore** button will undo the previous report profile edit changes by taking the profile from the backup folder and replacing the current copy. When you save changes to any report profile, the current file is saved to the backup folder. There is only one level of undo, as there is only one backup of any report profile.

**Note:** Supplied profile backups are read only, so a restoration of a supplied file will restore the profile back to the original pre-supplied state.

The restoration screen provides a list of all RPT files stored in the EzStamp Profiles folder. Simply select one or more profiles from the list and click on the **Restore** button.

The **Reset** button will apply default settings to the current report profile.

The **Copy** button provides a powerful method to clone one or more attributes from the current profile to any (or all) other profile in your installation of EzStamp.



Select which attributes to copy from the checklist options in the upper half of the window. Use the **Clear** or **All** buttons to clear or check all of the options in one step.

The checkbox list at the bottom contains the current set of report profiles (custom and supplied). Use the **No Profiles** and **All Profiles** buttons to clear or check all of these profiles in one step. The **All Custom** button will check every custom report and leave all the supplied profiles unchecked.

Click on **Copy** to clone the selected attributes across to the selected report profiles. If you made any mistakes or wish to undo this, you must immediately choose the Restore option and restore every profile you changed. Otherwise, you will need to restore the profiles from a backup.

## Utilities

### Report Fields Configuration

There are 2 report field editors under the Utility menu:

- **Standard Reports** contain all the fields which can be included in any search or report in EzStamp which uses a report profile for a country file. Custom fields are not part of this list and are maintained on a per country basis, using a separate editor.
- **Grand Totals Reports** contain fields specifically for use in a grand totals report (horizontal and vertical formats). Unlike standard report fields, a grand totals report works with all country files collectively, and the fields are primarily focused on net quantity and value totals.

### Standard Report Fields

There are more than 200 report fields available which can be used in your report profiles. The following table categorizes the fields based on primary and secondary stamp information, and special net totals fields.

<b>Primary Stamp Details</b>	
Scott Number	Alternate Catalog Numbers
Year Issued	Date of Issue
Denomination and Color	Watermark
Perforation	Notes
<b>Supplied Prices</b>	
Mint Price	Used Price
Plate Block Mint Price	Plate Block Used Price (not supplied now)
Line Pair Mint Price	Line Pair Used Price (not supplied now)
Mint Sheet Price	FDC Price
<b>Primary Attributes</b>	
Never Hinged Percentage	Plate Block Size
Mint Sheet Size	Quantity Issued
Custom Variety Status	Inventoried Status
Price Lock Status	Main Variety Status
Supplied Modified Status	Duplicate Sequence Number
Date of Last Update	
<b>Your Inventoried Details</b>	
Category	Location
Cross Reference	Comments

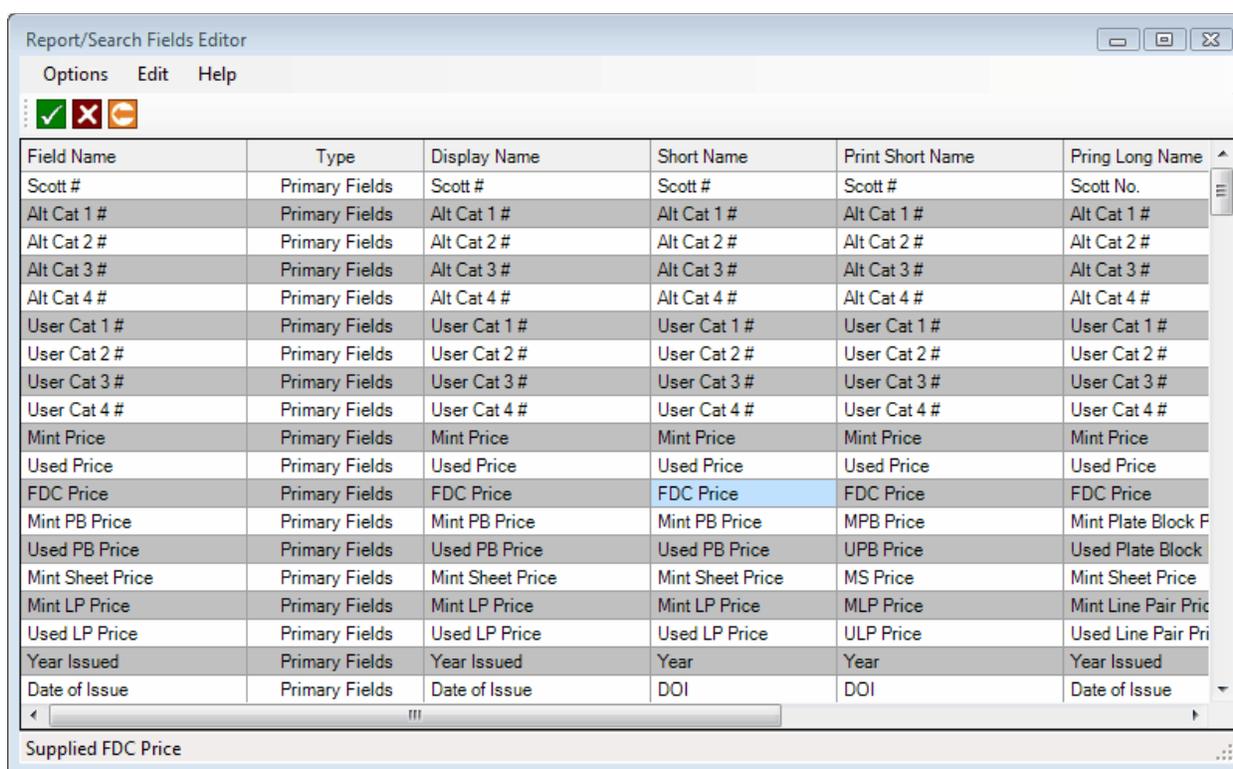
<b>Image Links</b>	
Primary Image	Image 2
Image 3	Image 4
FDC Image	
<b>Net Values</b>	
Total Net value for FDC data	Net value for VF-Hinged PNB data
Net value for VF-Never-Hinged PNB data	Net value for all PNB records
Net Value for PNC Strip of 1	Net Value for PNC Strip of 3
Net Value for PNC Strip of 5	Net Value for all PNC records
Net value for FDC, PNC, PNB, and Grade Data	Total purchase price for all FDC Cachet data
Total purchase price for all inventoried grades	Total purchase price for all PNB entries
Total purchase price for all PNC entries	Total sell price for all FDC Cachet data
Total sell price for all inventoried grades	Total sell price for all PNB entries
Total sell price for all PNC entries	Total sell price for all PNC, PNB, FDC and grade data
Total purchase price for all PNC, PNB, FDC and grade data	Net profit for all PNC, PNB, FDC and grade buy/sell prices
Net profit for all inventoried FDC buy/sell prices	Net profit for all inventoried grade buy/sell prices
Net profit for all inventoried PNB buy/sell prices	Net profit for all inventoried PNC buy/sell prices
<b>Net Quantities</b>	
Total Item quantity for Grade data	Total Item quantity for FDC cachet data
Total item quantity for PNB VF-Hinged data	Total item quantity for PNB VF-Never-Hinged data
Total item quantity for all PNB data	Total item quantity for PNC Strip of 1 data
Total item quantity for PNC Strip of 3 data	Total item quantity for PNC Strip of 5 data
Total item quantity for all PNC data	Total quantity to sell for all PSL records
Total quantity to buy for all PWL records	Total inventoried records for grade data
Total inventoried records for FDC cachet data	Total inventoried records for PNB data
Total inventoried records for PNC data	Total records added to the PSL for this stamp
Total records added to the PWL for this stamp	Total stamp Count for inventoried grades per stamp
<b>Inventoried Grades</b>	
Grade Name	Display Name
Supplied Value	Your Value
Quantity	Net Value
Buy Date	Buy Price
Sell Date	Sell Price
Net Profit	Stamps Per Grade (SPG)
Stamp Qty	Grade Comments

<b>FDC Cachet Data</b>	
FDC/Cachet #	Day Issued
FDC/Cachet Description	FDC Maker
FDC/Cachet Value	FDC/Cachet Qty
FDC/Cachet Net Worth	FDC/Cachet Comments
FDC/Cachet Buy Date	FDC/Cachet Buy Price
FDC/Cachet Sell Date	FDC/Cachet Sell Price
FDC Net Profit	FDC Image Link
<b>Plate Number Coils</b>	
PNC Plate #	PNC Notes
Strip of 5 Value	Strip of 5 Quantity
Strip of 5 Net Value	Strip of 3 Value
Strip of 3 Quantity	Strip of 3 Net Value
Strip of 1 Value	Strip of 1 Quantity
Strip of 1 Net Value	PNC Net Qty
PNC Net Worth	PNC Comments
Strip of 5 Buy Date	Strip of 5 Buy Price
Strip of 3 Buy Date	Strip of 3 Buy Price
Strip of 1 Buy Date	Strip of 1 Buy Price
Strip of 5 Sell Date	Strip of 5 Sell Price
Strip of 3 Sell Date	Strip of 3 Sell Price
Strip of 1 Sell Date	Strip of 1 Sell Price
PNC Net Buy Price	PNC Net Sell Price
Strip of 5 Net Profit	Strip of 3 Net Profit
Strip of 1 Net Profit	PNC Net Profit
PNC Image Link	
<b>Plate Number Blocks</b>	
PNB Plate Number	PNB Notes
VF-H Value	VF-H Quantity
VF-H Net Value	VF-NH Value
VF-NH Quantity	VF-NH Net Value
PNB Net Quantity	PNB Net Worth
PNB Comments	PNB VF-H Buy Date
PNB VF-H Buy Price	PNB VF-NH Buy Date
PNB VF-NH Buy Price	PNB VF-H Sell Date
PNB VF-H Sell Price	PNB VF-NH Sell Date
PNB VF-NH Sell Price	PNB Net Buy Price

PNB Net Sell Price	VF-H Net Profit
VF-NH Net Profit	PNB Net Profit
PNB Image Link	
<b>Priority Want and Sell Lists</b>	
Grade Name	Sell Quantity
Type to Sell	Buy Quantity
Type to Buy	

### Reports and Image Links

An image link is a file name reference to a stamp image located on the original EzStamp supplied CD/DVD media, in the EzStamp Images folder of the application path, or in an alternate location you define. The 5 primary image links (images 1 to 4 plus a special FDC image) can be represented on reports as either the image itself, or the file name reference. The secondary image links tied to FDC Cachet Numbers and PNC/PNB Plate Numbers can only be represented on reports as the file names. Primary images are named with the word "link" to denote the file name in a report. For example, "Image 1" is the image to display on the report, and "Image Link 1" is for the file name on the report.



The report field editor allows you to change display and print attributes for the fields which appear in the report viewer and on printed reports. Some of these

fields can also appear in drop down lists and in various dialog windows, or as header labels within data grids. The following table summarizes what field attributes can be modified.

Display Name	This attribute is used in most dropdown lists within EzStamp windows, as header labels in data grids, and as general purpose labels.
Short Name	This label type can be used in data grid headers to shorten the width of the grid columns. A general preference option in EzStamp allows you to switch the data grid header labels from Display Name to Short Name.
Print Short Name	This attribute will populate a printed report’s header row if short print names are set at the profile level (short names can also be enabled globally across all reports using an EzStamp preference option).
Print Long Name	This attribute defines the label text on printed reports when long labels are in effect. Note that you can rotate the labels on printed reports 90 or 270 degrees to allow for shorter column widths.
Alignment	This attributes determines if the fields should be left, center or right justified within the cell area of a report.
Displayable Characters	<p>For a field which can have a variable number of characters (such as Denomination and Color), EzStamp allows you to define the default number of characters to set for the column width in the report viewer.</p> <p>This is just a default for every report profile. Once you resize a field within the report viewer, the new size gets locked in and saved to a configuration file on a per profile basis.</p> <p>This attribute is not used for printed reports and will not be allowed for any field which is defined as fixed width (such and currency and quantity fields).</p>
Print Width	The default width of the field for printed reports only, measured in inches. Fixed width fields will not allow for this setting, as those field types are auto-sized on the printed report to “just fit” within the cell.
Display Mask	This attribute is specifically used for the report viewer (not printed reports) to define a default “nominal” size for fixed width fields. Printed reports will auto-size as needed. Columns in the report viewer will set a default size for fixed width fields

	<p>based on the text value defined in the display mask.</p> <p>The mask doesn't require any special format – it's just a collection of arbitrary characters which makes up a default text value. You can use strings such as "Abcdef", "9,999-99" or "123xYz" for any field mask. EzStamp will simply measure the on-screen width of this text value and use that to set the cell's column width in the report viewer.</p> <p>Once you resize columns in the report viewer, the new widths are saved individually on a per-report basis.</p>
--	--

### Field Types

The fields are grouped according to primary and secondary types:

Primary Fields	Main stamp details and inventoried attributes.
Grade Data	Inventoried grade information.
FDC Cachet	The FDC cachet records which appear in the FDC tab of the main EzStamp window.
PNC Data	The plate number coil records which appear in the PNC tab of the main EzStamp window.
PNB Data	The plate number block records which appear in the PNB tab of the main EzStamp window.
PWL/PSL Data	The priority want and sell list fields.

Custom fields are not defined in this list. Refer to the custom fields edit utility for more information.

### Data Types and Attribute Restrictions

A field has a base data type and a report data type. The base data type can be one of the following:

- A general purpose text field.
- A Yes/No status field.
- An image (image is displayed/printed) or image link (file name is displayed/printed).
- A currency field.
- A numeric value which can include fractions.
- A whole number value which can't have fractions.
- A date field (which can't include a time component).

The field is further classified by EzStamp with a print attribute used for printed reports only, which can be one of the following:

**Fixed Width:** The field will never be truncated or resized on a printed report. This type is reserved for dates, currency and quantity fields.

**Multiline:** The text information will not be truncated or resized, but will instead wrap around to multiple lines on printed reports, causing the data row to grow taller.

**Truncated:** The text information will always occupy one line of text on the report. However, if the text value doesn't fit within the cell width, it will be resized (the font size will shrink as needed), and if it still doesn't fit, it will be truncated on the right and marked as such using the ellipsis (...) notation.

**Image:** The cell is defined to contain an image, and as such will be sized based on the cell image size in the EzStamp general preferences.

Most of the fields are fixed width types. The following table shows which fields are defined as multi-line and truncated.

Multiline	Truncated
FDC/Cachet Comments	FDC/Cachet #
FDC/Cachet Description	Display Name
FDC Maker	Category
Grade Comments	FDC Image Link
Special Information	Image Link 1
Comments	Image Link 2
Denom. & Color	Image Link 3
Notes	Image Link 4
Date of Issue	PNB Plate Number
Watermark	PNC Plate #
Location	Type to Sell
Perforation	Type to Buy

X-Reference	
PNB Notes	
PNB Comments	
PNC Notes	
PNC Comments	

When editing the display mask, print width, or number of characters attributes in the editor, the ability to do so is based on the field's print attribute type.

- The Display Mask can be changed for Fixed Width field types.
- The Display Characters and Print Width can be changed for Truncated and Multi-line field types.

### Editing Field Data

To change settings for a field, move the cell cursor to the field you want to change and press F2 (or start typing with any valid character). Press ENTER to save the new cell value, or ESC to cancel the change.

You will not be able to edit any read-only cell in the grid – this will be indicated using a different text and background color.

### Undo and Revert

Use the **Undo** option to restore all field settings back to the original values before you made any changes. Use the **Revert** option to restore all fields back to pre-supplied values. EzStamp maintains a read-only copy of all field settings to allow for a full restoration.

### Revert and Supplied Data Updates

If SoftPro makes any changes to the read-only copy of the report fields from a supplied data update, they will NOT be applied to your copy of the configuration. You will need to use the Revert option to see the changes. The only exception to this is when SoftPro adds new report fields in the future – these will automatically show up in your configuration.

Any changes between current and pre-supplied data field values will be shown in the data grid with different cell coloring. When reverting back to pre-supplied data, you can choose to revert some or all of the attributes, and also choose if you only want to revert on the current selected row.

### Copy and Paste

You can use the **Copy** and **Paste** options in the **Edit** menu to copy the contents of one cell to another.

### Setting a Global Currency Mask

Use this option in the **Edit** menu to change the mask value for all currency fields.

**Note:** There is no similar option for quantity fields, as they have variable sizes – use the Copy and Paste options to quickly change a quantity mask for multiple fields.

### Grand Totals Field Editor

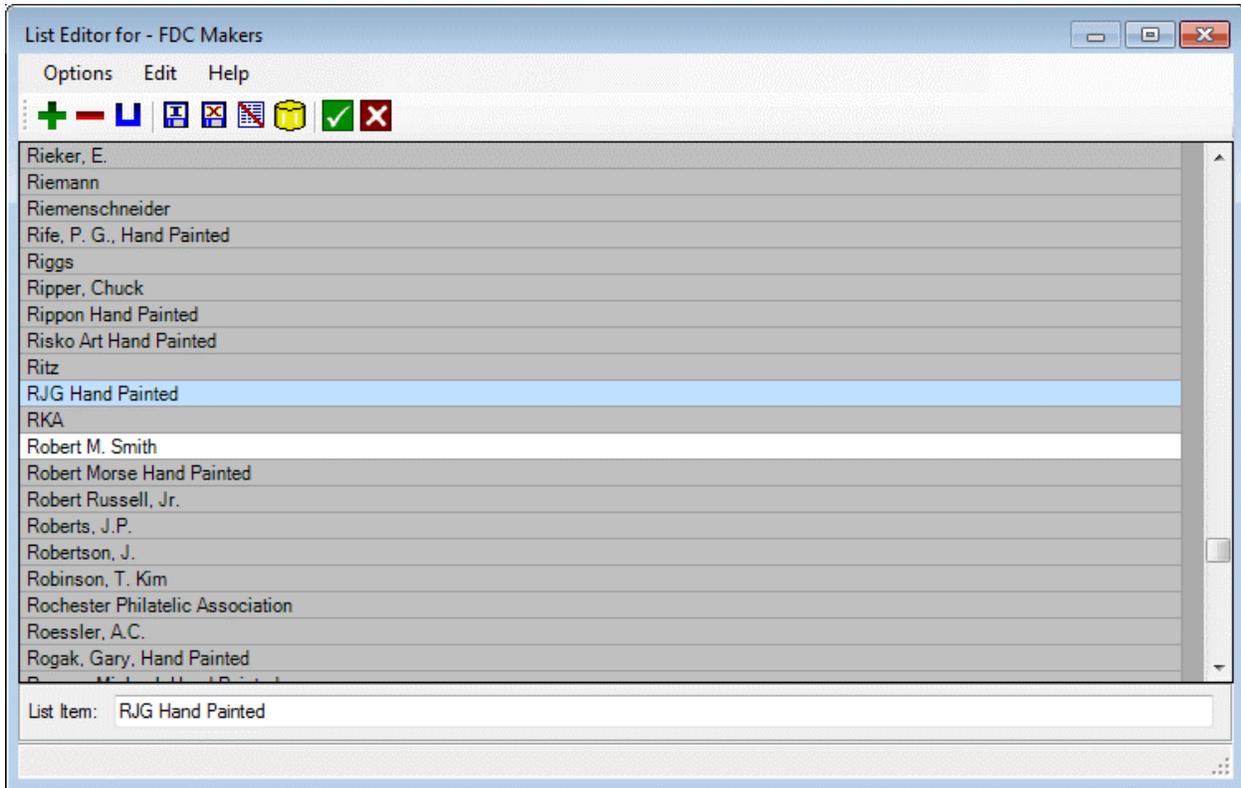
This editor is identical to the standard report field editor. The only difference is that the field list is based on the grand totals reports only. There are separate menu choices for the vertical and horizontal report formats, as these reports use different choices for which fields are available.

### List Editors

EzStamp maintains lists of text values for the following:

- FDC Makers
- Categories
- Priority Want/Sell List Types
- Purchased (Buy) From
- Sold To
- Locations
- Cross References

The first 5 lists are shared among all country files. The latter 2 maintain lists at the country file level. The editor is accessed from the **List Editor** options under the **Utility** menu.



The title bar will indicate the list type. The menu and toolbar provide the basic functions to manipulate the list of items.

The list itself is very simple. Each line is a single item in the list. The background color determines if an item is pre-supplied by SoftPro (grey in the screen example), or is a custom entry you created either from within the editor or when inventorying a stamp record (white in the screen example).

The bottom field contains the text for the current selected item in the list. You can change an existing item by simply entering new text in the bottom field. Adding a new item is just as simple. Enter some text at the bottom and click the + icon. You can remove one or more items from the list by selecting them in the grid and clicking the - icon.

### Toolbar Options



- |    |   |
|----|---|
| 1. | Add the text in the bottom input field as a new entry in the list. If the item already exists, you will be given a warning message, as EzStamp doesn't allow duplicate items in a list. Note, list items are automatically sorted |
|----|---|

	alphabetically when saved.
2.	Remove selected items from the list. If you remove items, in most cases you can get them back, provided: <ol style="list-style-type: none"> <li>a. They are a pre-supplied list item from SoftPro.</li> <li>b. The item is currently used in one or more inventoried stamp records.</li> </ol> In any other case, once you save changes to the list after removing items, you will not be able to get them back (lists can be saved as part of an EzStamp data backup, or by using the export option).
3.	The current selected list item will be updated with the text in the bottom input field. If no items are selected, or more than 1 item is selected, this option has no effect.
4/5.	The import and export icons provide the ability to store lists as external files. Lists can only be exported in the .LST list file format. Importing lists can also accept .TXT text files, as long as the file is formatted as one text item per line, without tab characters.
6.	This option will erase all items in the list.
7.	This option is only enabled if you have a country file currently opened. EzStamp has the ability to check all stamp records to see if any list items exist which may have been deleted. For example, if you refresh FDC Makers from the country file, every FDC Cachet record will be checked for all stamps, and if the FDC Maker isn't currently in the list, it will be added.
8.	Changes to the list are not saved until you click this icon. EzStamp maintains an original list and the current list with all your changes pending. Once you choose save, all changes will be saved to the EzStamp master file or the country file (depending on the list type).
9.	Click this icon to cancel all changes and restore the list to what it was before you started making changes. The editor will then be closed.

### Reverting to a Supplied List

This option is available in the **Options** menu, and allows you to restore the current list to pre-supplied entries. All of your custom entries will be left intact, and only pre-supplied values are replaced with the original backup data. This option is available for FDC Makers, Categories and PWL/PSL type lists.

### Text List Imports

When importing from .TXT files, the current list will be left intact. All new text additions will be attached to the end of this list. Any duplicate items will automatically be ignored in the .TXT file.

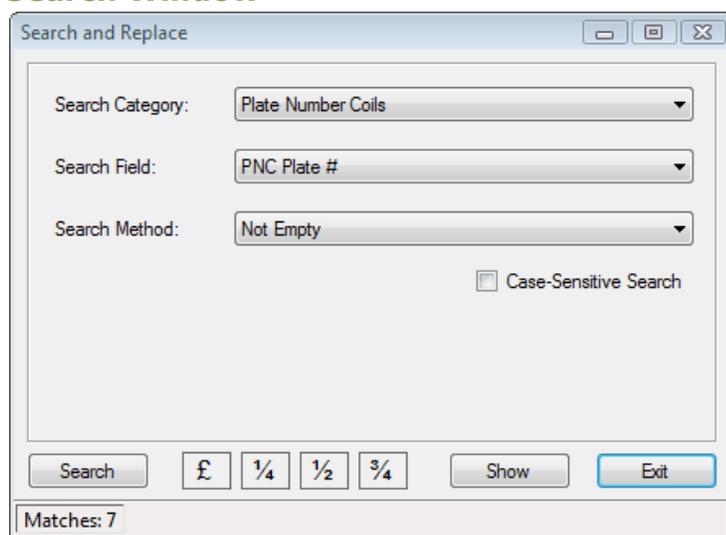
## 7

### Search and Replace

This option allows you to perform a search against all stamp records in the current country file and replace values as needed. The search functionality is split into 3 separate windows:

- The search window, which provides the input conditions to find stamp records. It works much the same as a single level Power Search.
- The results window, which is a simple data grid showing matching records in a manner similar to the Stamp List viewer.
- The replacement window, which allows you to replace existing values with new ones.

#### Search Window



The search window is displayed when you choose the Search and Replace option from the Utility menu. **Note:** Only inventoried records can be searched upon.

Search Category	<p>Similar to the Power Search, the following categories are available:</p> <ul style="list-style-type: none"> <li>• Primary Stamp Fields</li> <li>• Custom Fields</li> <li>• Inventoried Grades</li> <li>• Plate Number Blocks</li> <li>• Plate Number Coils</li> <li>• FDC Cachet Data</li> <li>• Priority Want List</li> <li>• Priority Sell List</li> </ul>
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	When you choose a category, the Search Field will be populated for all valid fields associated with the category. Unlike a Power Search, you can't choose multiple fields to search on at one time – only 1 field can be selected for a given search.
Search Field	Only replaceable fields will be shown in this drop down list based on the search category. Any fields which are read-only can't be part of a search and replace.
Search Method	This method defines how to compare the search values you enter to the field contents in the stamp record.
Search From/For	If you have entered a search method which requires a matching value, this field is displayed and expects you to enter something.
Search To	If you have chosen the Between search method, then you must provide a start and end value to search against.
Case-Sensitive	For text fields, this option is available to force all text comparisons to distinguish between upper and lower case letters.

Click on **Search** to begin. EzStamp will look at every record for a matching condition. The total record match count will be shown in the status bar. If at least one match is found, you can click on the **Show** button to display the matching records.

## Results Window

Rec. #	Scott #	User Cat 1 #	PNC Plate #	PNC Notes
1	1891		1	Flag
2	1891		2	Flag
3	1891		3	Flag
4	1891		4	Flag
5	1891		5	Flag
6	1891		6	Flag
7	1891		7	Flag
8	1891		1	Flag
9	1891		2	Flag
10	1891		3	Flag
11	1891		4	Flag
12	1891		5	Flag
13	1891		6	Flag
14	1891		7	Flag

This window can be dragged around and resized independently from the main EzStamp window. You can continue to work within the main window while the search results are displayed. You can close the search results window at any time.

The records displayed contain only the matching record key and the matching value as follows:

- The Scott number is always the first column.
- The current alternate catalog ID number is always the second column.
- If the search category was for secondary stamp information (PWL, PSL, FDC, PNB or PNC data), the secondary key reference value (Grade, Plate Number or FDC Number) will always be shown as the third column. For custom fields and primary stamp fields, this column is not displayed.
- The last column always contains the search field and the record's current value.

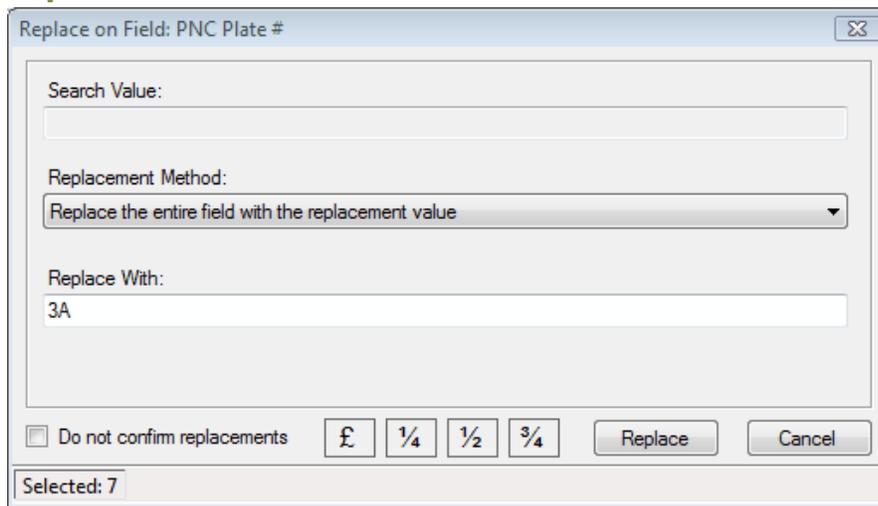
For secondary stamp information, it's possible the results window will show several records for the same Scott number. For example, if 7 plate numbers for Scott #1891 all matched, then 7 rows will be shown in the data grid. Duplicate records can also show up in the results, as the screen example shows.

The toolbar at the bottom of the window contains the options you can apply to the search results.



1.	Perform a replacement on selected rows only.
2.	Perform a replacement against all rows in the data grid.
3.	Select all rows in the data grid.
4.	Select nothing (deselect all rows in the data grid).

### Replacement Window



This window provides a replacement method and a replacement value.

The original search value is displayed in the Search Value field. If the search method didn't require a search value (i.e. a Not Empty search method), then this field will be blank.

The replacement method can be one of the following. Depending on the search value and the data type, not all of these options will be available.

- Replace all occurrences of the search value with the replacement value (text fields only, and only if the search method is of type: Contains, Starts With, Ends With, or Equals).
- Insert the replacement value before the current field value (text fields only).
- Append the replacement value after the current field value (text fields only).
- Replace the entire field with the replacement value.

The *Do not confirm replacements* option, if unchecked, will provide a confirmation every time you click the Replace button. It will NOT prompt you for every

replacement on a per record basis. If you have selected 12 records to replace from the results data grid, you will only be asked to confirm one time.

Once changes are made, the original values in the search list will be updated to show new values. Keep in mind that when a value changes, the original value is lost, and this means that the *replace all occurrences drop down option* will no longer match on the original value, since it's been changed.

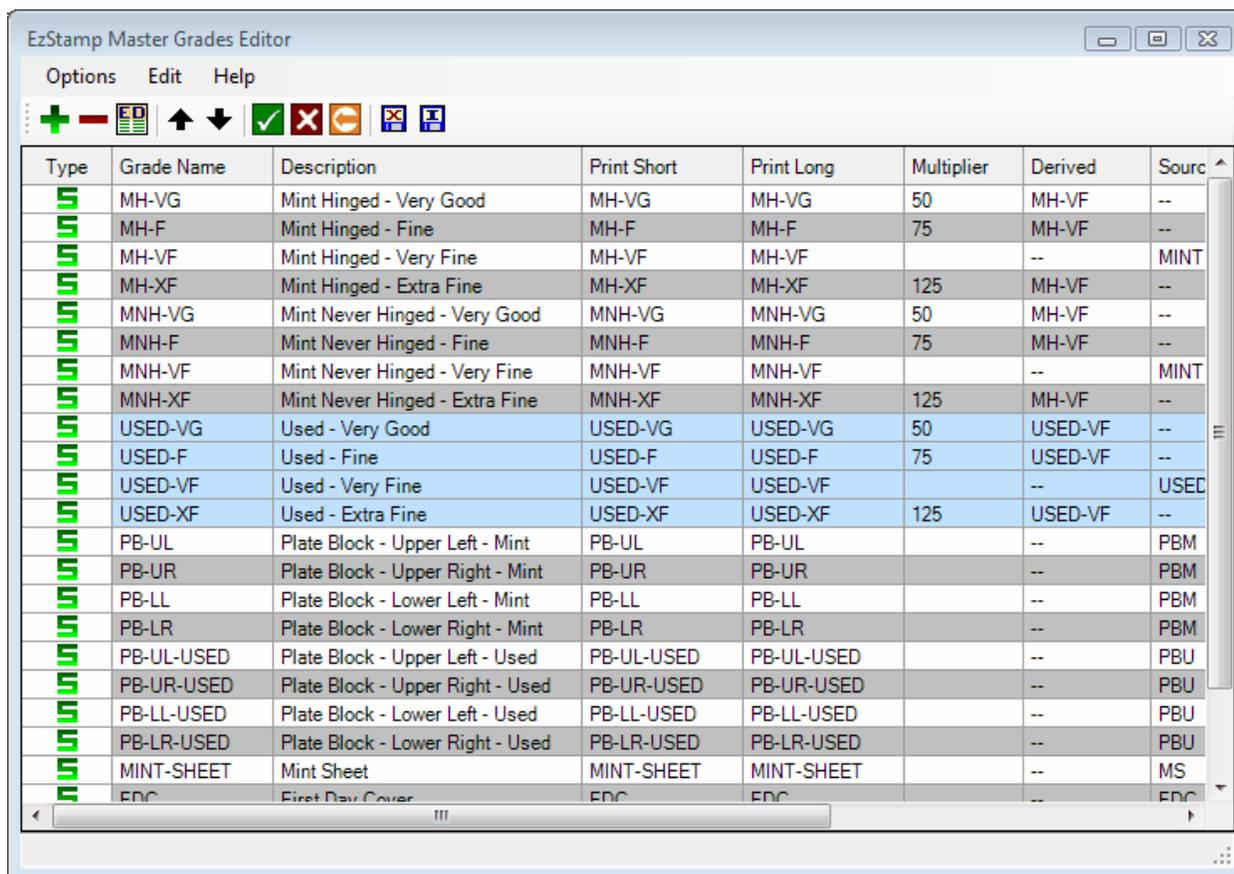
## Grade Configuration Editor

EzStamp associates a standard grade list with any given country. Most pre-supplied country files will contain the same basic list, summarized below.

Grade Name	Description	Derived From	Base Price
MH-VG	Mint Hinged - Very Good	MH-VF	Mint
MH-F	Mint Hinged - Fine	MH-VF	Mint
MH-VF	Mint Hinged - Very Fine		Mint
MH-XF	Mint Hinged - Extra Fine	MH-VF	Mint
MNH-VG	Mint Never Hinged - Very Good	MNH-VF	Mint
MNH-F	Mint Never Hinged - Fine	MNH-VF	Mint
MNH-VF	Mint Never Hinged - Very Fine		Mint
MNH-XF	Mint Never Hinged - Extra Fine	MNH-VF	Mint
USED-VG	Used - Very Good	USED-VF	Used
USED-F	Used - Fine	USED-VF	Used
USED-VF	Used - Very Fine		Used
USED-XF	Used - Extra Fine	USED-VF	Used
PB-UL	Plate Block - Upper Left - Mint		PB Mint
PB-UR	Plate Block - Upper Right - Mint		PB Mint
PB-LL	Plate Block - Lower Left - Mint		PB Mint
PB-LR	Plate Block - Lower Right - Mint		PB Mint
PB-UL-USED	Plate Block - Upper Left - Used		PB Used
PB-UR-USED	Plate Block - Upper Right - Used		PB Used
PB-LL-USED	Plate Block - Lower Left - Used		PB Used
PB-LR-USED	Plate Block - Lower Right - Used		PB Used
MINT-SHEET	Mint Sheet		Mint Sheet
FDC	First Day Cover		FDC
COVER	Covers		No base price
MINT-LP	Mint Line Pair		LP Mint
USED-LP	Used Line Pair		LP Used

Grades values have a base supplied price (with the exception of Covers), and can be derived from another grade, in which case its value is calculated using one or more multipliers to arrive at the market value.

The grades editor can be accessed from the **Grades Configuration Editor** from the **Utility** menu.



The data grid shows the attributes associated with each grade, which is summarized in the following table.

Type	This column contains an icon to indicate a supplied (S) or user (U) grade. User grades are ones which you create.
Grade Name	The short or abbreviated name for a grade.
Description	The description for the grade.
Print Short	The short version of a grade name used in the header labels for printed reports.
Print Long	The long version of a grade name used in the header labels for printed reports.
Multiplier	The auto-calculation multiplier for a grade which is derived from another grade, expressed as a percentage. For example, MH-XF is derived from MH-VF, and its market value is based on 125% of the mint hinged very fine value.

Derived	If a grade is derived from the base price of another grade, this column will indicate the source grade. Currently only mint and used prices have derived grades.
Source	If a grade isn't derived, then it will likely have a supplied base price as its source. With the exception of Covers, all pre-supplied grades have a base price. This column shows the abbreviated base price name.
NH Grade	This status column indicates if a grade is considered to be Never Hinged in terms of price calculations.
NH Ratio	This ratio percentage, along with the NH percentage for the Scott number associated with the stamp record, is used to modify the market value for any grade defined as never hinged.
Stamps	The number of physical stamps which are assigned to the grade. For example, plate blocks use 4 stamps per grade.
Visible	The visibility status is used to turn off grades which you don't want to appear in EzStamp. The grade information is still saved in the country file, but they will not be present in reports or the main EzStamp window.

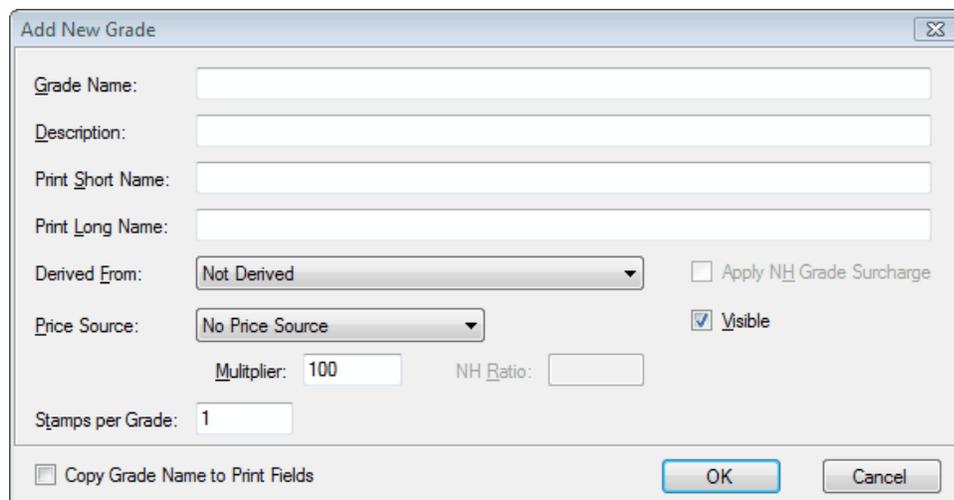
### Toolbar Options



1.	Add a new custom grade.
2.	Remove custom grades. You can't remove a pre-supplied grade, or remove a custom grade if you have inventoried stamp records which are using that grade.
3.	Edit the selected grade.
4.	Move the selected grades up or down in the list.
5.	Save all changes and close the editor.
6.	Cancel all changes and close the editor.
7.	Undo all changes.
8.	Export and import grade files.

## Adding Custom Grades

You can extend the pre-supplied grade list using custom entries. When adding new grades, you will be provided with a dialog window for entering the required grade attributes.



Check the **Copy Grade Name** option if you want to use the same value for the print short/long fields as you enter it to the Grade Name field. Grade names can't be duplicated, and should be short abbreviations (EzStamp allows up to 32 characters for a grade name, but they should be as short as possible as they will be used for report header labels).

Your custom grade can be **Derived From** any other grade, even a custom grade. If you derive from another grade, the price source drop down list is disabled, as the price is based on the grade you derive from.

The **Price Source** can be set to any of the 8 current pre-supplied base price types, or you can set the price source to nothing. If you don't use a base price, then the only way to attach a value to your inventory is to set custom values on a per-grade basis for each stamp record.

The **Apply NH Grade** option is only available if the grade is not derived and is based on a price which can have NH surcharges applied to it, such as Mint grades.

Check the **Visible** option to ensure your grade is visible in EzStamp.

The **Multiplier** is used to adjust the market value. It's intended to be used for grades which are derived from another grade. A value of 100 is a one-to-one price calculation – the value is not modified. Any value over 100 is a price increase; any value under 100 is a price reduction.

The **NH Ratio** option is only enabled when the NH Grade option is also enabled and checked. This is an additional multiplier used to adjust never hinged grade prices.

**Stamps per Grade** defines the physical count of stamps for the grade.

### Editing Existing Grades

Select any grade and click on the edit icon in the toolbar. The dialog window is identical to the one used for adding grades. You can also double click any row in the data grid to bring up the edit window. You will not be able to change the names for pre-supplied grades.

### Grade Ordering

The order in which the grades are displayed in the editor window is defined to be the *Default Grade Order*, which is how they would be displayed in the main EzStamp window. You can change the default order by selecting grades and moving them using the up/down arrows in the toolbar. Hold down CTRL while clicking to move the selection to the start or end of the list.

### Exporting Grades

If you wish to use custom grade configurations in other country files, or maintain a backup copy of your configuration, use the export option. This will save the grade definitions to a file with a .GRD extension. You can import grade files provide that this will not result in removal of custom grades which are already being used by inventoried records.

### Reverting to Pre-Supplied Status

EzStamp maintains a read-only backup copy of the grade configuration in the country file. You can restore the grade list to the original pre-supplied state by choosing the **Revert** option from the **Options** menu.

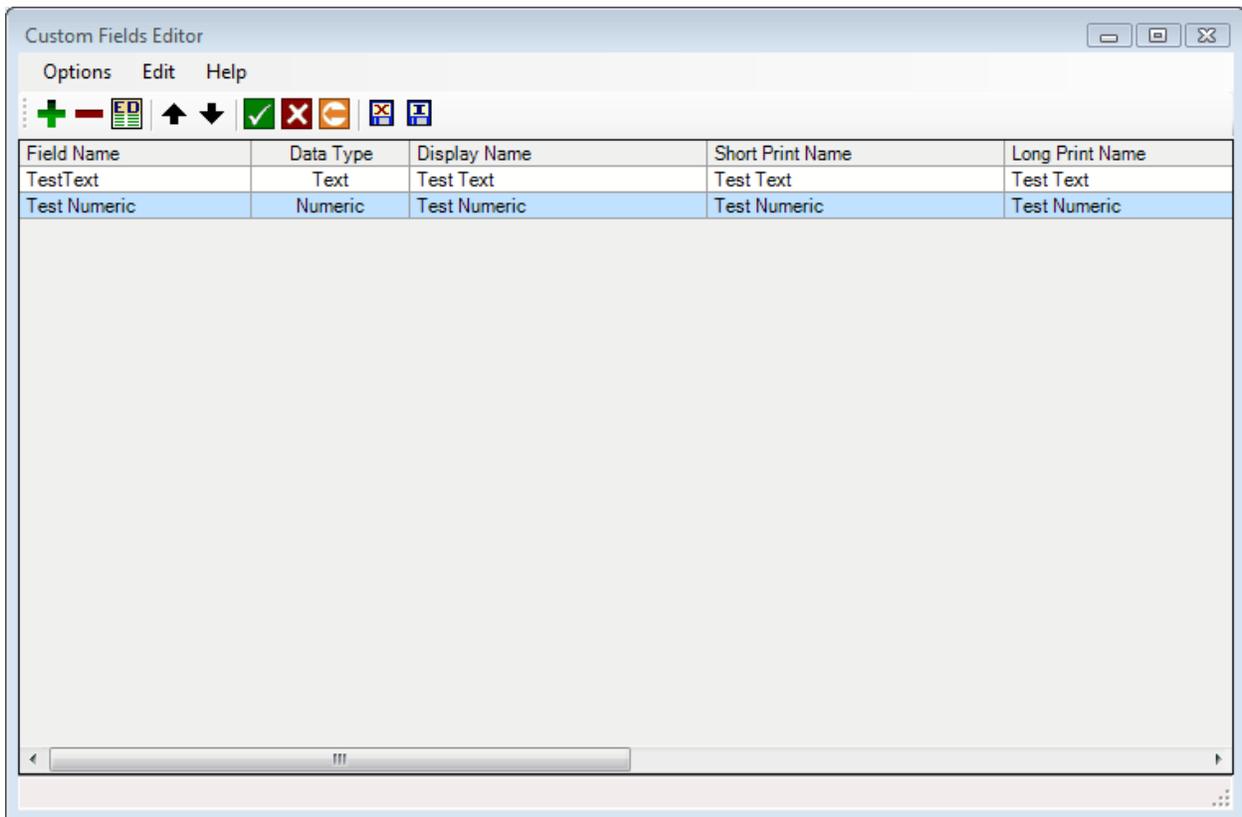
### Selected Grade Changes

There are a few options under the Edit menu to allow making changes to all the selected grades at one time.

- Grade visibility.
- Auto calculation multiplier.
- NH Ratio.

## Custom Fields Editor

Custom fields are provided to allow you to extend the basic information provided for stamp records. By default no custom fields are provided for any pre-supplied country. You create custom fields using the Custom Fields Editor under the Utility menu, or you can automatically generate them from any import from prior versions of EzStamp which have the 64-bit Export capability. The custom fields created from older EzStamp imports will automatically generate the same fields and data types from the older version, and preserve all your custom data for the stamp records you exported.



The custom fields editor works similar to the grade configuration editor, with the same toolbar options. A custom field is defined with the following attributes. Many of these attributes are common to the report field master list.

Field Name	The field as it will uniquely be identified in EzStamp.
Data Type	The type of data, which can be any of the following: <ul style="list-style-type: none"> <li>• Plain text, in mixed case format</li> <li>• Upper case text</li> <li>• Whole numbers without fractions (i.e. quantities)</li> <li>• Currency</li> <li>• Numeric with fractions</li> </ul>

	<ul style="list-style-type: none"> <li>• Date (without the time component)</li> <li>• Yes/No status</li> <li>• Image link (file path + file name format)</li> <li>• Web URL (or any type of document)</li> <li>• Category (allows for multiple categories per stamp)</li> </ul>
Display Name	The name as it will appear on screen and in reports.
Short Print Name	The short format of the field as it will appear in header labels on printed reports.
Long Print Name	An alternate long format for the printed name.
Alignment	How the field value is justified on reports: Left, Centered, or Right.
Print Type	Fixed width, truncated, or multi-line using automatic word wrapping. Not all print types are available for a given data type.
Visible	If a field is not visible, it won't appear in reports or in the custom fields edit windows.
Totals	The field will show a grand total at the bottom of the report by adding all the row values for the field together. Test fields cannot be totaled.
Copy	The field will automatically have its inventoried value copied to the next non-inventoried pre-supplied record when stepping through a country file.
Searchable	The field is available in Power Search and other dialog windows where custom fields can be used in country file searches.
Reportable	The field is available to add to a custom report profile.
Display Chars	For a data type which is not a fixed width print type, you can enter the number of characters to define a default display width for the column.
Print Width	This is the default print width for multi-line and truncated print types, measured in inches.
Display Mask	For a data type which is a fixed width print type, you can enter any arbitrary set of characters to create the "default width" for the report viewer columns. This value is not used for printed reports.

### Toolbar Options



1.	Add a new custom field.
2.	Remove custom fields. You can't remove a field if you have any inventoried stamp records which are using it.
3.	Edit the selected field.
4.	Move the selected fields up or down in the list.
5.	Save all changes and close the editor.
6.	Cancel all changes and close the editor.
7.	Undo all changes.
8.	Export and import custom field files.

### Web URL and Image Link Types

Image links for custom fields can reference any valid image file in any location. As such, an image link is stored with a full path name along with the file name.

Web URL data types are primarily intended to reference a Web site. However, you can set a URL data type to point to any type of file as well.

### Adding and Editing Custom Fields

Click on the + icon to add a new custom field.

The screenshot shows the 'Add New Custom Field' dialog box. It features a title bar with standard window controls. The main area is divided into two columns. The left column contains text input fields for 'Field Name', 'Display Name', 'Print Short Name', and 'Print Long Name', each with the value 'Test Text'. Below these are three dropdown menus: 'Data Type' (set to 'Normal Text'), 'Print Method' (set to 'Truncated: Left most characters shown'), and 'Alignment' (set to 'Left Justified'). A 'Display Mask' field is located at the bottom left. The right column is titled 'Attributes' and contains five checkboxes: 'Auto copy this field to supplied stamps' (checked), 'This field will total on reports' (unchecked), 'This field is visible for data input' (checked), 'This field can be searched on' (checked), and 'This field can appear in reports' (checked). Below the attributes are two numeric input fields: 'Default Screen Width (Characters): 20' and 'Default Print Width (Inches): 1'. At the bottom right are 'OK' and 'Cancel' buttons.

This window provides all of the attributes to define a custom field. Depending on the data type and print method chosen, some of the other options will automatically be disabled.

To edit an existing custom field, select it and click on the edit icon, or double click the row in the data grid. The edit window is identical to one use to add new fields.

### Field Ordering

The order in which the fields are displayed in the editor window is how they will appear in EzStamp in any window which displays them (custom fields secondary window, dropdown lists, etc.). You can change the field order by selecting rows in the editor and moving them using the up/down arrows in the toolbar. Hold down the CTRL key while clicking to move the selection to the start or end of the list.

### Exporting Custom Fields

If you wish to use custom field configurations in other country files, or maintain a backup copy of your configuration, use the export option. This will save the fields to a file with a .CFF extension. You can NOT import custom fields if you currently have an existing custom field configuration with active inventoried data.

### Renaming In-Use Fields

If a field already has inventoried data associated with it, you can't rename it using the normal edit dialog window. EzStamp stores the field name with each data value in the individual stamp records. To rename a field which is in use, use the special

option named **Rename a Field with Data**. EzStamp will individually adjust each stamp record to use the new name.

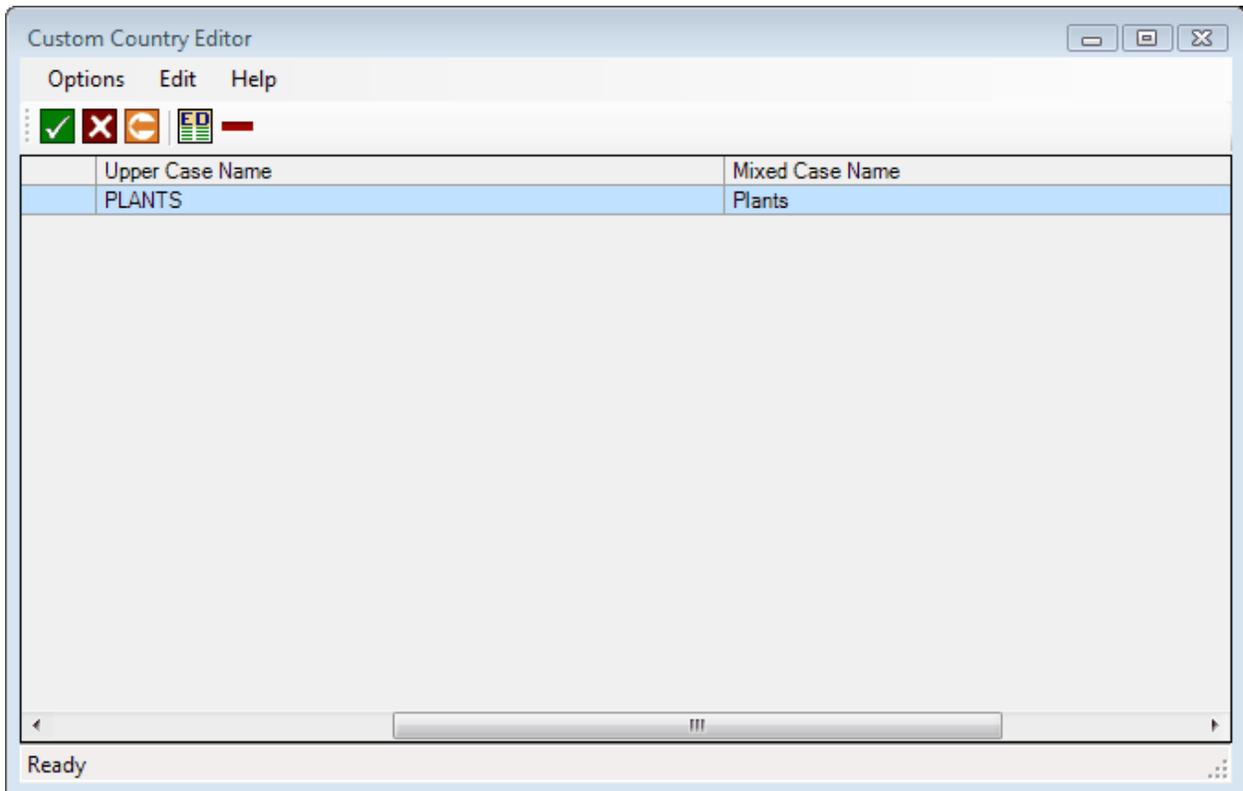
### **Deleting In-Use Fields**

If you want to delete a custom field, EzStamp will not allow you to do so using the remove field icon if any inventoried records have data on that field. You can use the special option named **Delete Fields & Data** to remove the custom field, and also any data values from all stamp records for that field.

## Custom Country Editor

EzStamp has an internal country list with more than 500 entries. When you create a custom country file, you can select from one of the pre-supplied country names, or choose to create a completely new country reference. Any country file name which is not recognized by EzStamp as a pre-supplied value will automatically be stored in a separate area reserved for *Custom Countries*.

An editor is provided under the **Utility** menu. Use this editor to review or make changes to any custom country.



The editor has no provision to add new custom countries, as this is handled automatically from the New Country option in EzStamp. What you can do is change the settings for an existing country, or delete the country record entirely. EzStamp will not allow you to remove a country which is already in use.

The edit option allows you to change any of the following attributes:

Data Directory Name	This is the name under which all images are associated, and also uniquely identifies the country. You will not be able to use any data directory name which is already reserved for pre-supplied countries.
Upper Case Name	The upper case version of the country name.

Mixed Case Name	The mixed case version of the country name.
Flag/Image File	This drop down list contains all flag images stored in a special folder in EzStamp.
eBay Category	The category which will be used to initiate an eLook™ eBay search.
Stamp Wants Category	The category which will be used to initiate an eLook™ Stamp Wants search.

### Removing Custom Countries

When creating a new custom country using the **New** option from the **File** menu, EzStamp will automatically add the country name to the current Custom Country list, which is maintained separately from the pre-supplied list. As long as you have at least one country file (.SDF file in the DB folder) active in EzStamp, you can't use the minus (-) icon to remove the custom country – it's in use. As long as the country name is in use by at least one country SDF file, you can't remove it.

If you want to remove a custom country from the list, you must use the **Remove Country** option in the **Country Data File Utilities** submenu and remove every SDF file associated with the custom country name.

### Custom Flag Images

Flag images are created using 2 sizes:

- Small flags are 80 pixels wide by 50 pixels tall.
- Large flags are 176 pixels wide by 110 pixels tall.

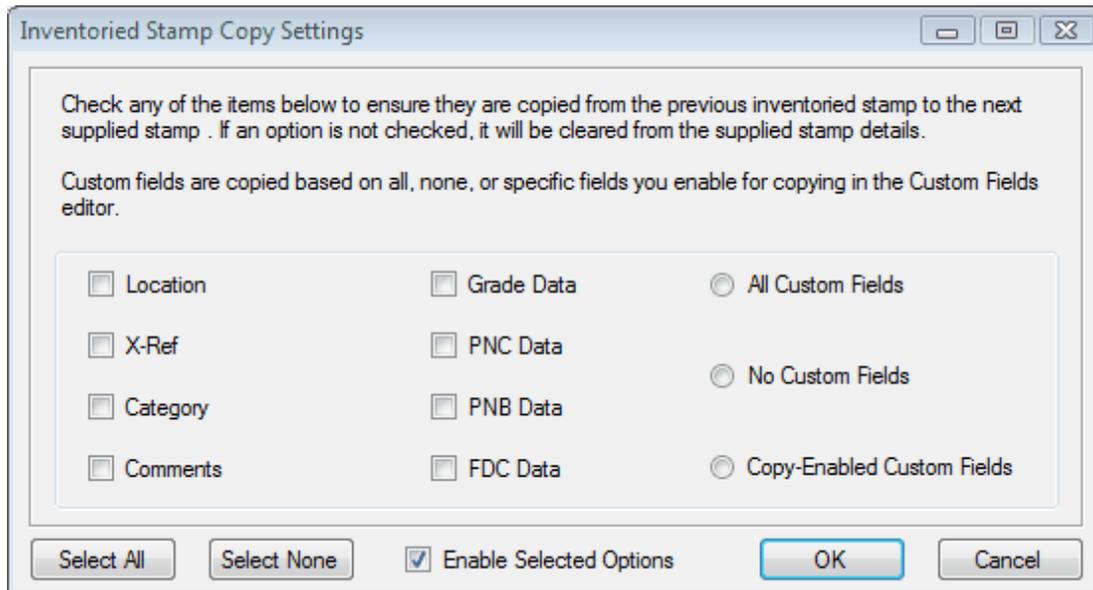
The pre-supplied images are in Windows RLE Bitmap (.BMP) format, using 256 colors.

Images are stored in the Images folder in the EzStamp application path. A subfolder named ~\Flags\Small contains the small image files, and the ~\Flags\Large contains the large image files.

If you want to use a custom flag image for your custom countries, then you will need to create 2 image files in the proper sizes, and manually copy them into the 2 subfolders. Once you do this, they will become available in the drop down list. You are not permitted to use the same file names as existing pre-supplied flag images.

## User Data Copy Filter

A feature in previous versions of EzStamp allowed you to copy over inventoried data attributes from the current inventoried record to the next available pre-supplied non-inventoried record, as you step through the country file. This option is still available in version 8, but is turned off by default. To enable the data copy filter, choose this option from the **Utility** menu.



There are 8 filters for inventoried data, plus special copy settings for your custom fields. At the bottom of the window is an on/off switch for enabling all of these options.

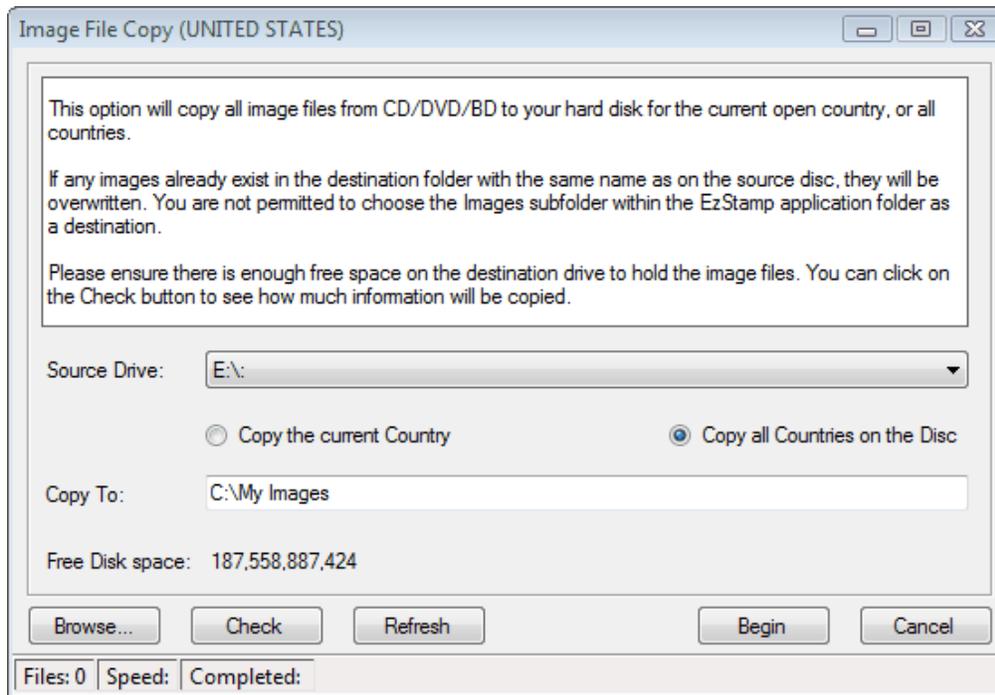
If you un-check **Enable Selected Options**, then all user copy functionality is disabled, regardless of the other checked states – the options are all grayed out.

- For Grade options, all inventoried grades and their associated attributes will be copied from the previous inventoried stamp record to the next available pre-supplied stamp record which is not inventoried.
- For PNB and PNC data, only inventoried plate numbers are copied.
- For FDC Cachet data, all FDC numbers will be copied.
- The custom fields copy option can be used as an on/off switch, using the first 2 radio buttons. The bottom radio button, if chosen, will only copy custom field data for fields which are defined to be *User Data Copy Enabled*. Refer to the documentation for the custom fields editor.

## Image File Copy

When you install EzStamp, the image files are not copied to your hard disk installation path. As such, you will need to keep the CD/DVD/BD disc in your drive to view the images.

If you want to copy the image files to your hard disk, you can use the **Image File Copy** option from the **Utility** menu.



If you have a country file currently open, it will be displayed in the title bar and the radio button option **Copy the current Country** will be enabled and selected by default.

The **Source Drive** dropdown list will show all available removable media drives on your system. Network drives and hard disks will not appear, as they are not valid sources for disc media copy.

Check the all countries option to copy all image files for every country on the disc. Use the current country option to only copy file for the open country file.

Set the **Copy To** option to point to the directory you want to store the image files. Each country will be stored in a separate subfolder underneath the copy folder. Use the **Browse** button to set a target directory. If the directory doesn't current exist, it will be created for you. The recommended Copt To location is C:\EZSTAMP.

The **Check** button can be used to determine how much data needs to be copied. This will be shown in the status bar when the file sizes have all been calculated.

If you are swapping discs, or inserting new removable media after the dialog window is already displayed, click on the **Refresh** button to update the dropdown list.

When copying images, be aware that any files which already exist under the same name in the target directory will automatically be overwritten.

The bottom status bar will indicate progress by file count, speed (in MB/Sec.), and percentage completed. The current folder being copied will also be shown. Note that the speed at which the copy takes place is dependent on many factors, such as media type, drive type, and your system in general. Depending on the volume of data to copy, it can take several minutes or more to copy all of the image files. Media copies from CD/DVD tend to be much slower when copying thousands of small files, which is the case here.

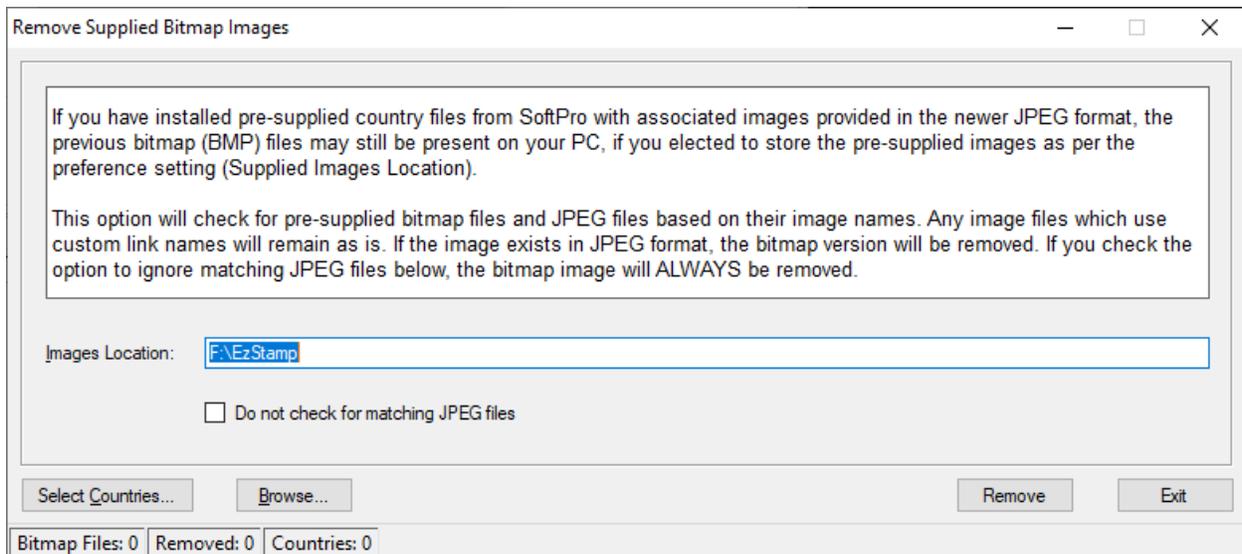
## Removing Pre-Supplied Bitmaps

With newer releases of EzStamp, pre-supplied stamp images are provided using the JPEG file format. This results in a significantly smaller file size. When EzStamp updates are providing images in JPEG format, the original bitmap (BMP) files will remain on your PC, if you chose to copy pre-supplied images to a hard disk location.

This utility provides the ability to remove pre-supplied bitmap files from your hard disk.

You should not remove pre-supplied bitmaps if you are using the export to AlbumGen features for version 2 of that application. Version 3 of AlbumGen supports JPEG image formats, among other types.

Any custom image links you create using BMP format will not be affected. Pre-supplied images are linked based on specific file names. If you chose to replace a pre-supplied image using the reserved pre-supplied image name, they will be removed.



### Image Location

If the images are referencing a location on your hard disk, this path will be the current location based on your EzStamp preferences. Ensure this is the location you want to use for removal of bitmap images.

### Do Not Check Matching JPEG Option

This option should only be checked if you are certain you want to remove pre-supplied bitmap images knowing that matching JPEG versions of the file name have been installed to the same location.

### Changing the Images Location

Click on the **Browse** button to point to a different location for pre-supplied bitmap images.

### Selecting Countries

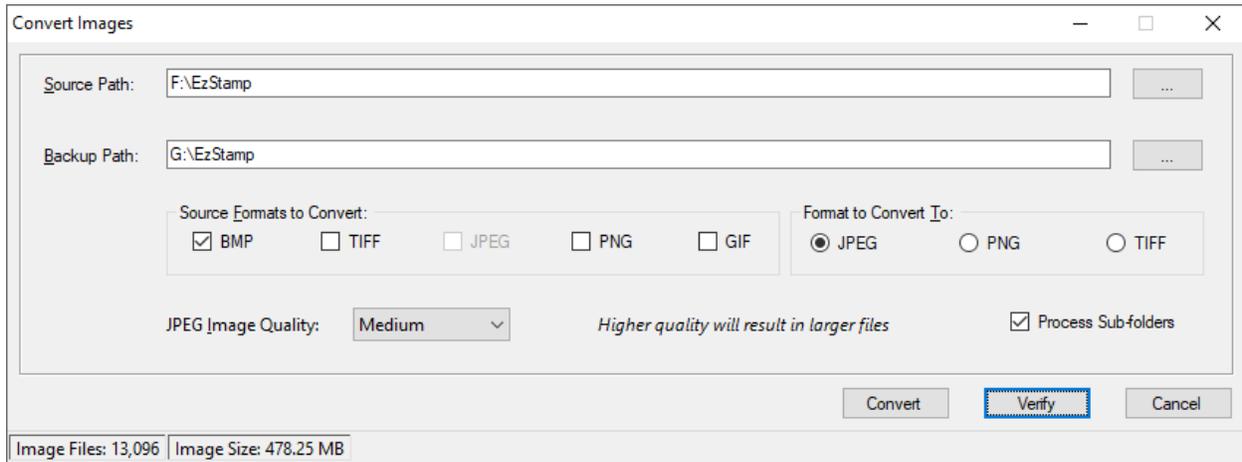
Images are located in subfolders underneath the Images Location path. You choose the countries affected for image removal using the **Select Countries** button.

### Starting Image Removal

Click on the **Remove** button to start. Once started, you can click on the **Stop** button to halt the task. Images are not sent to the Windows recycle bin, so take care in using this option. They will be permanently removed and can't be restored unless you made a personal backup outside of EzStamp.

## Converting Image File Formats

This utility will allow you to convert image files from one format to another.



Images are converted from the **Source Path** with backups of the original images being placed in the **Backup Path**. Use the ellipsis buttons to browse for new locations for source and backup images.

The source formats are checked along with the format to convert to. Any images which are already in the target format will be left as is.

For JPEG conversion, choose an **image quality** option. You may want to experiment with the conversion, but the medium choice is a good balance in quality vs. size.

Check the **Process Sub-folders** option to convert all images inside subfolders in the source path. If unchecked, only the root files in the source path are converted.

Click on **Verify** to confirm the number of images detected for conversion and the total size of the image files found.

Click on **Convert** to begin. At each image is converted, a backup of the original is placed into the Backup Path. You are responsible for removing the backup images if they are no longer needed.

If you stop the conversion, you may resume at any time, but any images processed up to the stop point will already be converted with the appropriate backups being made.

## Recalculating Country Totals

Under normal operating conditions, EzStamp will maintain totals (record counts, quantities and currency values) automatically for you. However, in case you notice that totals seem to be “off” in a report, you can easily rebuild the country totals information quickly using this option from the **Utility** menu. Unless an unexpected error occurred in a country file, the totals should not need to be recalculated.

## Recalculating Grand Totals

Each country maintains totals information. EzStamp will also maintain a grand totals list for every country file you have opened and inventoried at least one record on. Normally, grand totals are built and maintained automatically. However, if you add or remove country files outside of EzStamp’s provided mechanisms to support this (i.e. copy a country .SDF file manually from Windows Explorer), you are bypassing the grand totals tracking capabilities in EzStamp.

The grand totals recalculation involves opening all country files you have installed, and extracting the country file’s individual totals information. As with country totals recalculations, you should never have to use this option unless you notice the grand totals are not matching the country totals when running a Grand Totals report.

## Recalculating Everything

This option basically performs a country totals recalculation for your entire set of installed country files, including a grand totals recalculation on each one. Only use this option if you notice report discrepancies on more than one country file for calculated values.

## Exporting to AlbumGen

You can send the current stamp information or use one of two multi-export methods to send more than one stamp to the AlbumGen application. AlbumGen export options can be found under the Extras menu. You must have AlbumGen installed on your system, and EzStamp must be configured to know where AlbumGen is located. EzStamp will attempt to find the location of AlbumGen automatically, but if this fails, you can manually set the path in the EzStamp general preferences.

## Linking to AlbumGen

This is the simplest type of export to AlbumGen. Recall any stamp to the main EzStamp window, then choose the **Link to AlbumGen** option, or press the **F2** key. The image information will be sent to AlbumGen. From within that application choose the Import from EzStamp option. The choice of Alternate Catalog ID and image priority for the export can be set in the general preferences. **Note:** EzStamp can’t export Scott numbers to AlbumGen.

## Multi-Export to AlbumGen

The multi-export option uses the Advanced Search window to set the input conditions to filter the stamp records which will be sent to AlbumGen. Refer to the *Searches and Reports* help section for details on this window. Once you have found at least one matching record, you can click on the **Export** button to send the records to AlbumGen. Then use the EzStamp Multi-import option from AlbumGen.

## Report View Export to AlbumGen

The most flexible method to export to AlbumGen is by using the report viewer. This allows you to build export information using any search or report type available in EzStamp. In addition, this multi-export feature works on bookmarks, which provides the ability to send only a subset of the report data to AlbumGen.

To use this type of export, run any search or report and display the results in the report viewer. Use the bookmark feature in the viewer to mark one or more records. Then choose the **Export to AlbumGen** option from the **Bookmarks** menu.

## Snapshot Viewer

The report viewer in EzStamp provides an option to save all or part of the report records to a Snapshot file. These files have an extension of .SNP and by default are saved to the Snapshots folder within the EzStamp installation path.

The snapshot view is available from the **Extras** menu, and also as a freely distributable standalone application which can be downloaded from the EzStamp web site. An example of the viewer window is shown below.

Stamp Information, Main and sub numbers, Supplied Data, From #PR1 to #PR99999, Using Grade prices, Using NH%

Rec. #	Scott #	Minkus	Mint Price	Used Price	Year Issued	Denom. & Color	Perforation
1	PR1	N1	\$814.45	\$2,135.80	1865	5c dk bl	12
2	PR1a	N1A	\$1,042.45		1865	5c lt bl	12
3	PR2	N2A	\$342.65	\$1,932.40	1865	10c bl grn	12
4	PR2a	N2	\$342.65	\$1,932.40	1865	10c grn	12
5	PR2b	N2P	\$384.20	\$1,932.40	1865	10c grn	12; PELURE
6	PR3	N3	\$389.40	\$2,568.05	1865	25c org red	12
7	PR3a	N3A	\$389.40	\$2,568.05	1865	25c car red	12
8	PR3b	N3P	\$389.40		1865	25c org red	12; PELURE
9	PR4	N4	\$247.65	\$2,542.60	1865	5c bl	12
10	PR4a	N4A	\$275.15		1865	5c dk bl	12
11	PR4b	N4P	\$295.95		1865	5c bl	12; PELURE
12	PR5	SPN1	\$244.00		1875	5c bl	12; W/O GU
13	PR5a	SPN1V	\$6,102.25		1875	5c bl	12; W/O GU
14	PR6	SPN2	\$244.55		1875	10c bluish grn	12; W/O GU
15	PR6a	SPN2V	\$4,475.00		1875	10c bluish grn	12; W/O GU
16	PR7	SPN3	\$275.65		1875	25c car	12; W/O GU
17	PR8	SPN4	\$839.90		1880	5c dk bl	12; W/O GU
18	PR9	N5	\$311.50	\$34.50	1875	2c blk	12
19	PR10	N6	\$298.50	\$35.55	1875	3c blk	12
20	PR11	N7	\$298.50	\$33.95	1875	4c blk	12
21	PR12	N8	\$302.95	\$35.80	1875	6c blk	12
22	PR13	N9	\$358.25	\$57.30	1875	8c blk	12

Snap Shot: Snapshow Viewer Demonstration  
Country: UNITED STATES (USA.SDF)  
Description: United States

Auto Calc: Y | NH Calc: Y | NH %: Y | Currency: D=2 CF=1.00 | Ver: 1.0 | Pricing: 2011-05-17 | Rec: 145 | As Of: 2011-05-24

The viewer provides a read-only copy of the report from which you saved to the snapshot file. The data grid and its contents are an exact copy of what you saw in the report viewer at the time of the save – there is no reference to a country file, as all of the information is contained in the snapshot file itself.

The bottom of the window contains some basic information (the standalone version contains an **Open** file button not shown in the integrated version), including the description of the snapshot file, country of origin (by name and description), and some basic country settings:

- Auto Calculation multiplier status for grades
- NH Ratios Calculation multiplier status
- NH Percentage Modifier status

- Currency format (number of decimal places) and conversion rate (1.0 = USD)
- Version of the country file which contained the data
- Effective date of the last pricing and supplied data applied
- Number of records in the report
- When the snapshot file was created

## Washington Franklin Identifier (WFID)

This utility is an optional component which is available in the **Extras** menu. To use it, you must have purchased an activation code to unlock it first. To activate your copy of WFID, you can contact SoftPro to obtain a code to unlock it for v8 of EzStamp.

The WFID utility only works if the country file currently opened is USA.SDF or is derived from this country file. A custom country file without pre-supplied information based on USA is not permitted.

### Activating WFID

To activate the utility, go to the EzStamp Activation option under the Help menu, select Washington Franklin Identifier from the dropdown list, and enter the 16 character activation code you have been provided. Then click the Activate button to the right of the code you entered. If the feature is already active, the option will be grayed out and the code will be replaced with asterisk characters.

An example of the WFID window is shown below.



The two portrait images in the upper right corner of the window are used to select the type of stamp to browse: Washington or Franklin.

The bottom of the window is used to show up to 14 images at one time in a format similar to the thumbnail image viewer. If more than 14 matches are found, then you will notice 2 arrow buttons at the top right of the window, which allows for paging through the stamp images.

The dropdown list fields are designed to work with each to refine a search. The starting point is always the Denomination. Once you choose from this list, all remaining lists will adjust. Each time you select an option from one of the other dropdown lists, the other lists will change their available choices as needed.

Each time you select new choices in the list, the total match count will be adjusted.

The Design Type button will be enabled for any stamp which contains special notes or information, much like the SPI button in the main EzStamp toolbar.

When you click a stamp image in the grid area, it will be selected into the main EzStamp window. If you double click the image, the WFID window be closed.

## SRS (Stamp Recognition Software)

This utility is an optional component which is available in the **Extras** menu. To use it, you must have purchased & installed SRS and activated it within Ezstamp v8.0.

The SRS utility only works if the country file currently opened has SRS data to work with. A custom country file without pre-supplied SRS data is not permitted.

### Activating SRS

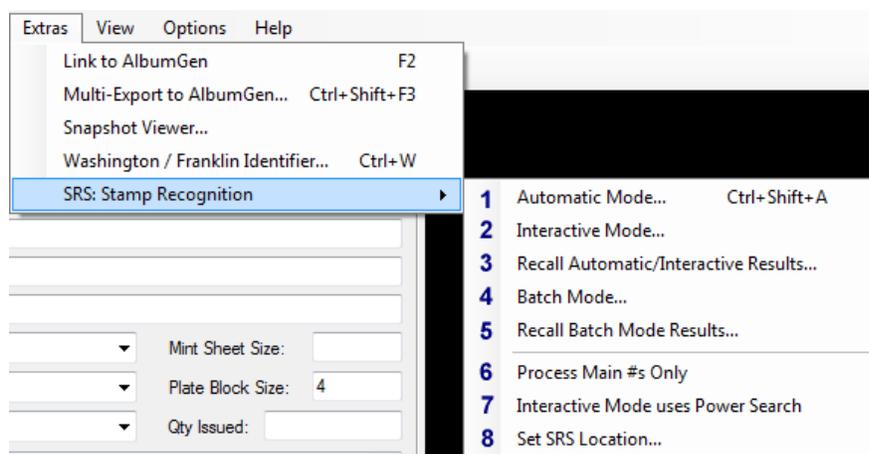
To activate the utility, go to the EzStamp Activation option under the Help menu, select one of the SRS package types from the dropdown list, and enter the 16 character activation code you have been provided. Then click the Activate button to the right of the code you entered. If the feature is already active, the option will be grayed out and the code will be replaced with asterisk characters.

### SRS Documentation

SRS is an application which runs separately from EzStamp, even though it can't be used by itself, as EzStamp controls the interactions to it. Detailed documentation on the SRS application itself can be found in a separate user guide.

### SRS Options

The SRS options can be found in a submenu under the Extras menu.



1.	Run SRS in automatic mode.
2.	Run SRS in interactive mode using either the Advanced Field Search or Power Search method.
3.	Recall the previous SRS results from the most recent Automatic or Interactive SRS search.
4.	Start SRS in batch mode.
5.	Recall SRS batch mode results allowing for batch and result file selections for

	the current open country.
6.	This is a checkmark menu item. When checked, only Main numbers will be searched in SRS.
7.	This is a checkmark menu item. When checked, the power search method is used for SRS interactive mode. When not checked, the advanced field search method is used.
8.	EzStamp will attempt to automatically locate SRS on your system when you start the application. If EzStamp can't locate SRS, or you want to specifically point to an SRS installation, choose this option to open a browse dialog window.

### Automatic Mode

Automatic Mode will search the entire database for the country you currently have opened in EzStamp. It requires no intervention by you other than to select the option **Automatic Mode** from the SRS menu.

To speed up your searches, you can elect to have SRS only search for main numbers in the country file. That means that item numbers such as 100a, 100b, etc. will not be looked at. In most cases, this is okay, but in some instances, where Scott has numbered single stamps from a sheet or pane with minor numbers, your stamp may not be found. For example, if Scott has assigned a number to a pane of 20 as #1000 and the individual stamps as 1000a – 1000t, and if you scan in a single stamp from the pane of 20, do a search for Main numbers only, your stamp will not be found. Use the **Process Main #s Only** option in the SRS Menu to change this setting.

### Interactive Mode

This option uses either the Advanced Field Search window or the Power Search window to define input conditions to restrict the list of stamp records to pass to SRS. Refer to the Searches and Reports help section for details on how to run the data searches. Once you build a matched record set, you simply choose the **Run SRS** option from either search window to launch the SRS application.

### Batch Mode

When you choose this option from the SRS menu, the SRS application will immediately be launched by EzStamp. Refer to your SRS user guide for details on how to prepare images for batch recognition. Until SRS has finished, or you have chosen to stop the recognition process, you will not be able to launch SRS again. However, EzStamp is free to use without any waiting. SRS will continue to run on its own, and you can use any other functionality in EzStamp other than SRS.

When batch mode has completed or been stopped in SRS, you can recall the search results using the recall option.

## Recalling SRS Results

### SRS Status Indicator

When running SRS in batch mode, a red “SRS” indicator will appear in the status bar of the main EzStamp window. This indicates that SRS is currently running and busy working on one or more batches. EzStamp will monitor SRS activity in the background twice every minute. If EzStamp detects that SRS has finished processing, the status indicator will turn green. If SRS is stopped without any recognition results, the status indicator will be turned off completely.

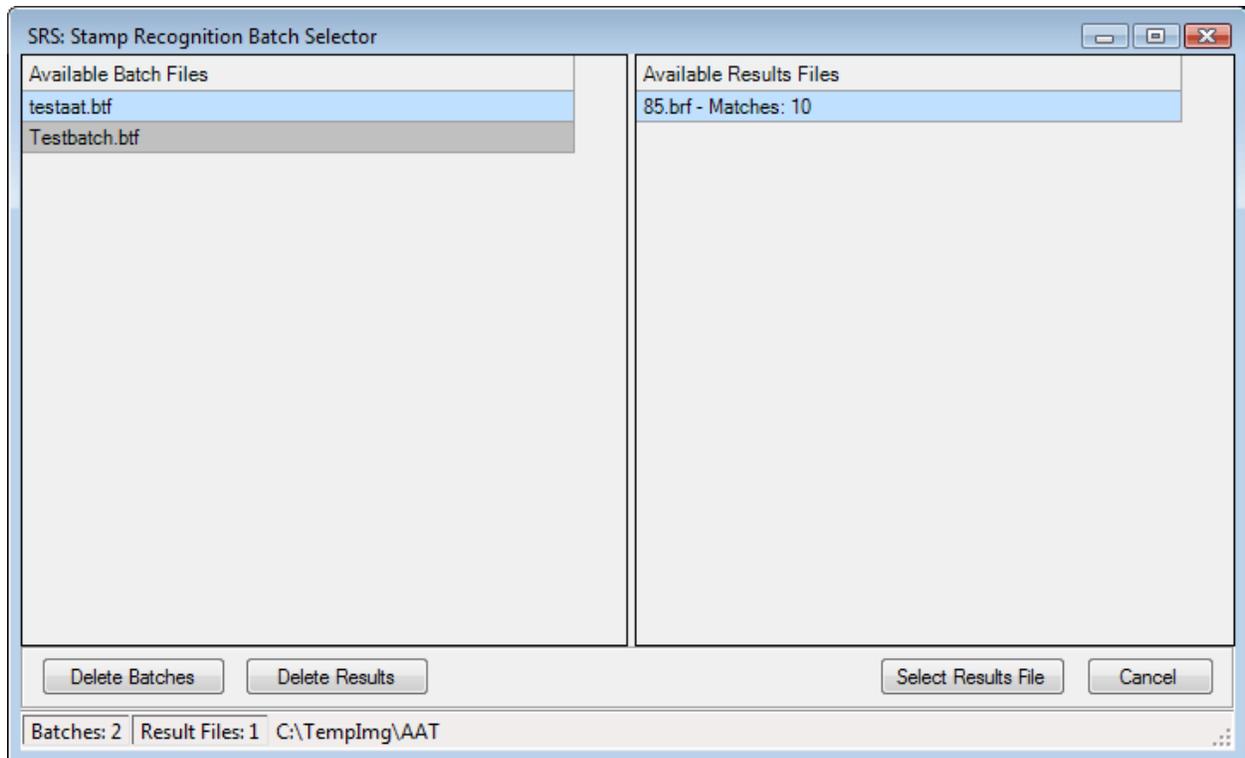
### Interactive/Automatic Recall

When running interactive or automatic SRS modes, EzStamp will always display the stamp results in the Stamp List viewer, assuming you selected at least 2 stamps from the SRS results window. If you only selected a single stamp entry, then it will automatically be shown in the main EzStamp window after you close SRS.

You can choose to recall the most recent SRS stamp list by choosing the Interactive/Manual recall option from the SRS menu. Assuming you have the country open which matches the SRS search results, they will be recalled to the main screen (1 match) or the Stamp List (more than one stamp result).

### Batch Mode Recall

This type of search result from SRS is slightly more involved, as multiple images (there can be multiple images per batch file) and multiple batch files can be present in the SRS installation path. Neither SRS nor EzStamp will clean up batch mode result files automatically. The batch recall window provides this ability.



Automatic and interactive modes only have a single batch file based on a single image. As such, there is no selection screen required. For batch mode, this window shows all current SRS batch files on the left side, and SRS result files for the selected batch on the right side. Each result file for the selected batch file contains the stamp match list for each image in the batch.

Use the **Select Results File** to recall the matching stamp records to the Stamp List. The original (i.e. scanned) image you provided in the batch to SRS will automatically be shown in the Image Compare window.

You can delete the selected result files on the right side for the selected batch file on the left side by clicking on the **Delete Results** button. You can delete the selected batch files on the left side using the **Delete Batches** option. When you delete a batch file, all associated result files for the batch are also deleted.

**Note:** Only batches which are associated with the current open country file will be displayed. If you need to remove all batch files for all countries, you will have to open each country file to do this via the SRS menu, or use Windows Explorer (or similar) to manually remove the .BTF and .BRF files from your system.

## EzStamp General Preferences

The first item under the Options menu will display the EzStamp general preferences window, which is a tabbed dialog organized into 8 sections. The tables which follow describe the settings under each tab.

### Right Click Quick Help

You can right click any preference option to see popup help. Buttons within the dialog window also have popup help windows, but you must hold down the CTRL key while clicking a button for help.

### Resetting Preferences

Click on the **Reset** button to initialize all preference options to default values which reflect a fresh installation of EzStamp. Your current settings are always saved to a file named EzStamp.cdt, located in the installation path. If you delete the CDT file from outside EzStamp and then run the application, the preferences will automatically be recreated using these default values.

### Exporting Settings

Click on the **Export** button to save the current preference setting to a file of your choice. The file extension will be set as .CDT. You can restore the settings at any time using the **Import** button.

## General Settings I

Automatically back up country files before opening
Check this option to create a backup of the country (.SDF) file prior to opening it. You can use the Restore from Backup Files (Autobackup) utility to restore the previous backup. Only one level of restore is available and each time a country is opened, the previous auto backup is replaced.
Automatically open the last country file when starting EzStamp
Check this option to automatically open the most recently accessed country file when you start EzStamp.
Keep a backup of the country when supplied updates are applied
Check this option to retain a copy of the country file before applying pre-supplied pricing and data updates. Only one copy of the country file is retained, and will be replaced upon the next supplied update you apply.
Automatically add selected grades when saving to inventory
When inventorying a stamp record, this option allows you to auto-commit selected grades

<p>at the same time, avoiding the need to click on the Add Selected Grades button first.</p>
<p><b>Autosave the stamp record from grid editors (FDC, PNB, PNC, Grade)</b></p>
<p>When using the quick edit options for Grade, FDC Cachet, PNB, PNC, and priority want/sell list data, the changes are not updated to the country file when you apply them within the spread sheet editor.</p> <p>Check this option to force an auto-save of the stamp record when applying the edits from within the quick editor screen.</p>
<p><b>Always refresh the stamp data when tabbing from Scott/Alt. Cat. #</b></p>
<p>Check this option to force a stamp record lookup when tabbing out of the Scott or Alternate Catalog fields in the main EzStamp window. This is the default behavior which mimics the same behavior of previous versions of EzStamp.</p> <p>Uncheck this option to disable the tab feature. When disabled, you can use the ENTER key to perform the stamp record lookup.</p>
<p><b>Step to previous supplied on inventory deletions</b></p>
<p>Check this option to automatically recall the previous supplied stamp record (by Scott #) when removing the current stamp from inventory.</p>
<p><b>Include duplicates when using navigation stepping methods</b></p>
<p>If this option is checked, then duplicate stamp records will count when stepping forwards and backwards using the navigation arrow buttons (green, blue and violet) in the main EzStamp screen.</p> <p>With this option disabled, you will need to use the smaller arrow buttons in the bottom status bar to step between duplicate stamps.</p>
<p><b>FDC, PNC and PNB Copy/Paste = Duplicate and replace all data rows</b></p>
<p>Check this option to enable full FDC, PNC and PNB data copy from one stamp record to another. If unchecked, only the selected data rows will be copied.</p>
<p><b>Use faster in-memory method to sort reports</b></p>
<p>By default, EzStamp will sort reports using a file-based method, which is slower, but consumes less memory. If you check this option, all reports will be sorted using your PC's memory instead, which is significantly faster. If you are using an older PC with limited memory capacity, it's recommended to leave this option unchecked.</p>
<p><b>Slide show interval (sec.)</b></p>
<p>When presenting a slide show of stamp records using the Navigation List feature of EzStamp, this value controls the delay between showing each stamp record. The value is</p>

in seconds.
<b>Smart mouse cursor movement for dialog windows</b>
<p>Check this option to enable smart mouse cursor movement when navigating between the various windows in EzStamp. The choice of the default "hot spot" for the cursor movement in each window is pre-determined and can't be changed.</p> <p>This option will not work on windows which are outside the EzStamp application, such as a file open dialog.</p>
<b>Use quick entry for Priority Want and Sell Lists</b>
<p>Check this option to use quick entry for Adding and Removing grades to and from the Priority Want/Sell Lists. With this option disabled, you will always be presented with a dialog window to allow for specific grade, quantity and type options.</p>
<b>Set the Advanced From/To search window as default</b>
<p>Check this option to use a more advanced set of conditions when running the various Search and Report options in EzStamp. The basic/advanced search dialogs also have an option to swap between the two modes without having to check the option here.</p>
<b>Only items with sell prices count towards net profit values</b>
<p>When displaying net profit values (based on sell and purchase prices), this option controls how net profit values are calculated.</p> <p>When this option is checked, net profits are calculated ONLY if there is a selling price present. If this option is unchecked, the net profit is always calculated, even without a selling price.</p>
<b>Disable changed stamp warning messages</b>
<p>There are many operations within EzStamp which could result in temporary changes (on the main EzStamp window) being lost if you didn't save them to your inventory beforehand. This option controls the display of the warning dialog which allows you to back out before performing such an operation. If you check this option, no change warning dialogs will appear.</p>
<b>Exclude image link file names in generic text Power Searches</b>
<p>Power Searches have the ability to match your text-based search values against every text field associated with a stamp record, including the image link file names. This may cause unwanted matches when searching for basic text information such as Scott # or Denomination and Color. To avoid hitting an image link on a Power Search, check this option.</p>

<b>Copy full DOI data when adding new FDC Cachet records</b>
Check this option to transfer the entire Date of Issue field from the primary stamp data into new FDC Cachet records. If unchecked, then only the date portion is copied over.
<b>Potential Profit is based on purchase price / quantity</b>
Check this option to calculate potential profit values in reports based on the quantity of stamps in your inventory. For example, a purchase price of \$500.00 with a market value of \$1000.00 and quantity of 2 = a potential profit of \$500.00 for 2 stamps. The potential profit will be \$250.00.
<b>Potential Profit value is profit or loss per stamp</b>
Check this option to show the total potential profit for selling a single stamp for the associated grade. If unchecked, the potential profit will be what is gained (or lost) for all quantities in your inventory for that grade.
<b>Do not show losses on potential profit report totals</b>
Check this option to suppress showing any calculated losses (market value is below the last purchase price) in a potential profit report grand totals. Losses will be shown for each stamp item, if applicable, but that loss will not count towards the total profit of all items which did have a positive profit.

## General Settings II

<b>AlbumGen Export 1st and 2nd Catalog No</b>
When exporting stamp records to AlbumGen, you can send up to 2 catalog ID references per stamp. Use the 2 drop down lists here to define the first and second catalog ID values to send to AlbumGen.
<b>AlbumGen Export Image Link Priority</b>
EzStamp allows up to 5 images to be linked to a given stamp record. AlbumGen only allows a single image to be exported.
<b>Compact Country File Reminder Notice</b>
Over a period of time, additions, deletions, changes and pre-supplied data updates to your country files can cause them to grow in size due to data fragmentation, much like the hard disk on your PC. EzStamp has a built in monitor on each country file to detect when a certain amount of time has elapsed before reminding you to compact your country file to reclaim space and make the file as small as possible.  You can change the interval on the reminder period or disable it altogether. If disabled, you can choose to compact the country files at any time using the Compact Country utility.
<b>Fill in Method for Dropdown Lists</b>
When you choose a value from a dropdown list, you may use the keyboard to begin typing a value to find. How the list is filtered to show possible matches is based on this preference setting. It's recommended that you try each one to see which choice is easiest

for you to work with.
<b>X-Ref/Loc'n List Sort Method</b>
Your cross reference and location values retain a “most recent” history available on the main EzStamp window via the drop down lists. This option chooses whether to retain the history lists in alphabetical or most recently used sort order.
<b>List History Size</b>
The history lists for location and cross reference fields can have a maximum limit before the oldest used values are recycled. Set this value to 0 to have no imposed limit. This option doesn't take effect if the lists are sorted in alphabetically order (for the latter sort method, the limit is implied to be 0, or no limit).
<b>Grid view height adjust</b>
There are many windows in EzStamp which make use of data grids (aka spread sheet views) to display information in rows and columns format. This setting can be used to increase or decrease the height of the data rows based on a percentage adjustment of the default row height.
<b>Date Input and Output Formats</b>
EzStamp displays dates using a pre-defined pattern for the day, month, and year values. It also uses a second pre-defined pattern for any input field where a date is expected. You select the patterns to use from the available values in the drop down lists.
Note that the Date Output value can be used as a valid format for entering dates, as can any date which is currently in the format defined by the Date/Time settings for your PC.
<b>AlbumGen Path</b>
Before you can export stamp information to AlbumGen, you must provide the location to where AlbumGen is installed. Due to the way AlbumGen is installed, it's not possible for EzStamp to auto-detect its location. Use the browse button to locate the AlbumGen.exe application file and its location will automatically be pasted into the path input box.
<b>Alternate Method for Data Connections for Cloud Backups and Updates</b>
This option will use a different method to exchange files between your PC and the provider for SoftPro cloud services. If you have any issues with connections for cloud backups or downloading updates, you can check this option. It's possible that security settings with Windows and/or third party software may block the default connection method used by EzStamp.

## Display Options

<b>Show different colors for supplied and inventoried stamp fields</b>
Check this option to show a different background and text color for fields on the main EzStamp window where pre-supplied values are different from the inventoried values.
To set the colors, change the Difference Color values under the Colors tab in the Preferences window.
<b>Use country file-specific labels for Cat IDs, X-Ref and Location</b>
Check this option to use country-specific labels for the Cross Reference, Location, and alternate catalog ID field names. This setting affects the main window labels, the Report Viewer and printed reports.
<b>Display Scott numbers as mixed case</b>

Normally Scott numbers are displayed in the main EzStamp window using upper case characters. Check this option to display Scott numbers using mixed case characters.
<b>EzStamp main tabs and quick editors will use the same sort order</b>
Check this option to ensure that the quick editors for FDC Cachet, grade, PNB, PNC, and priority/want sell/list data retain the same order in the editor grid as in the main EzStamp window grid.
<b>Show PWL in main tab list</b>
Check this option to add a grid to the tab list of the main EzStamp window for the Priority Want list.
<b>Show PSL in main tab list</b>
Check this option to add a grid to the tab list of the main EzStamp window for the Priority Sell list.
<b>Show custom fields in main tab list</b>
Check this option to add a grid to the tab list of the main EzStamp window for the Custom fields for the current country.
<b>Disable automatic tooltip text for Report, Stamplist and Snap views</b>
Check this option to disable the automatic tooltip text which shows when you hover the mouse over cells in the following data grids: Report Viewer, Snapshot Viewer, and Stamp List Viewer. You will need to restart the application for this change to take effect.
<b>Show high currency values in a different color on report views</b>
Check this option to show a different background and text color in the Report Viewer window whenever a currency value exceeds the minimum amount shown in the Minimum High Currency field.  To set the colors, change the High Value Color values under the Colors tab in the Preferences window.
<b>Displaying comments in the main window</b>
Stamp comments are normally displayed in a small area between the tabbed grid information and the main stamp details fields. EzStamp also allows you to display the comments in a sizeable floating window you can drag around independent of the main window. If you prefer to use the floating window, you can uncheck this option to allow for more space for the tabbed grid area.  When displaying comments in the main EzStamp window, you can choose the vertical size of the comments area by choosing from a predefined set of values based on a percentage of the height of the application window.  The stamp details/image area height can't be reduced, so any increase in the comment height will be deducted from the available height of the tabbed grid area.
<b>Changing Fonts for Text Box and Drop Down Fields and Data Grids</b>
Use these options to change the fonts for text box fields and data grid views which contain stamp details. If you want to slightly increase the size of the display text or change the font used, choose a new font and/or size from as needed. The reset buttons will change the font back to the EzStamp default name and size.

## Colors

Grid Odd Rows
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For on-screen grids and the report viewer, these are the text and background colors for rows 1, 3, 5, etc.
<b>Grid Even Rows</b>
For on-screen grids and the report viewer, these are the text and background colors for rows 2, 4, 6, etc.
<b>Grid Header</b>
For on-screen grids and the report viewer, these are the text and background colors for the header caption labels for each column of the spread sheet.
<b>Grid Highlight</b>
For on-screen grids and the report viewer, these are the text and background colors for date rows which are currently selected.
<b>Grid Cursor</b>
For on-screen grids and the report viewer, these are the text and background colors for selected cells. This color combination only appears for grids which allow individual cells to be selected.
<b>Grid Non-Editable</b>
For on-screen grids used by various edit windows, these are the text and background colors for cells which can't be edited (aka read only).
<b>Grid Marked</b>
For the grades quick editor and the report viewer, these are the text and background colors for data rows which are marked for changes or bookmarked in the viewer.
<b>Help Hint Windows</b>
For the Quick Help message windows, you can set custom text and background colors. You can't change the font type or font size for help hints.
<b>Difference Color</b>
You can indicate changes between pre-supplied data values and your inventoried values of the same fields using special text/background colors, which are applied to the main EzStamp window and the report viewer.  You will also need to enable the appropriate preference/report option to display these colors.
<b>High Value Color</b>
You can enable high currency value color coding in the report viewer by enabling the preference option and setting a minimum currency value for which these colors will be displayed.
<b>Inventoried Record</b>
These colors are used to mark inventoried records in the report viewer. The color coding is applied to the record number column (left most) in the report view grid.
<b>Grid Lines</b>
This color is applied to all grid lines used for on-screen spread sheet views.
<b>Main Image Background:</b>
This color is used as the background color for the main EzStamp image area.
<b>Viewer Image Background:</b>
This color is used as the background color for the report and stamp list viewer image

areas.

## Image Options

<b>Clipboard Save Format</b>
EzStamp allows you to use the image links editor to paste in a stamp image from the Windows clipboard. This option determines what format will be used to save the clipboard image as a file.
<b>Image Quality</b>
For displayed images, this option controls the image rendering quality. If you are running EzStamp on an old PC, you may want to use a lower quality setting.  Note that printed reports use an independent image quality setting defined in each report's profile.
<b>Allow images to expand beyond 100% actual size</b>
This option controls if images displayed on screen will be expanded to larger than 100% size to fit the available image window area.
<b>Do not search the EzStamp CD/DVD/BD drive for image files</b>
Check this option to disable checking the CD/DVD/BD drive from which EzStamp was installed from for image files, if they can't be located in other locations (i.e. the hard disk image copy path) first.
<b>Keep the main image area width no larger than its height</b>
If you are only using a single image display format on the main EzStamp window, and are using a high resolution display (i.e. 1920 x 1200 pixels or higher), you may want to make use of the image area by removing all the extra space in the upper right corner of the main window.  If you check this option, the main image area will be constrained to be of equal width and height.
<b>Images 2, 3, and 4 use separate sub folder locations</b>
EzStamp can locate images using a segregated folder arrangement. If this option is not checked, all images (image 1, 2, 3, 4 and the FDC image) will all appear in the same folder, under the country name.  If this option is checked, images will be split into additional subfolders. The primary image will be under the country folder still. Image 2 will be under a '2' subfolder, image 3 under '3', 4 under '4' and the FDC image under 'FDC'.  If you have no intention of using the same image file name for each image type (i.e. 23.bmp is not the same for the primary image as it is for the FDC image), you can leave this option unchecked.
<b>Search for Images in the Alternate Image Location First</b>
With the option unchecked, the first search location will be the EzStamp application path.
<b>Report View Format</b>
When enabling the image previous option under the report viewer, the left side of the viewer window will be used for images of the current selected stamp. This option controls how many images will be shown at one time for the selected stamp record – the

arrangement will always be vertical format.
<b>Main Image View Format</b>
You can display from 1 to 4 images in the main EzStamp window, using a variety of arrangements. The number of images available may alter the arrangement selected for any given stamp. For example, if you define the display format as 2 images across by 2 down, and only 1 image is available for the current stamp, then the arrangement defaults to a single image format.
<b>FDC Image Mode</b>
EzStamp allows for 5 images to be associated for a given stamp record: Primary, images 2, 3, 4, and the FDC image. Since a maximum of 4 images are allowed to be shown, this option is provided to allow you to choose either image 4 or the FDC image for the last image to display.
<b>Supplied Images Location</b>
If you have copied supplied images to your hard disk, this path defines where they are located. The image copy utility will set this path name for you. If you ever change the path without using this utility (or copied the images manually from the CD/DVD masters), then you must manually browse for the image location.
<b>Alternate Images Location</b>
EzStamp allows you to specify an alternate image path which can be used separately from the hard drive image copy path. This is convenient as it allows you to keep your images separated from the pre-supplied set.  By default, EzStamp will reference your images from within the Images subfolder of the EzStamp application installation path. If you prefer to isolate the images from where EzStamp is installed, then this path is what you will use to point to that image location.
<b>EzStamp CD/DVD/BD Drive</b>
When EzStamp is installed, the CD/DVD/BD drive which was used has the path name automatically saved. The path setting is based on the user who installed EzStamp. If you have multiple users logging into your PC, or you wish to reference images from a drive other than the one which was used to install EzStamp, you must manually change the drive location here. Use the ellipsis button to browse to a new location.
<b>Custom Image Storage Location</b>
When saving <i>new</i> custom images, you can choose 3 possible destinations for store the image files. You can change this location at any time, but any custom images in the other 2 locations will remain there unless you move them or choose to archive the images to a backup. When restoring images from an archive, they all get restored to the location chosen here, even if they were backed up from 3 different locations.

## Thumbnail Viewer Options

<b>Selection Rectangle Transparency:</b>
When selecting stamp images in the thumbnail viewer, a rectangle will outline the selected stamp. This option allows you to set the transparency level. A higher value will allow more of the image underneath the selection rectangle to appear.

<b>Viewer Background Color</b>
This color is used as the backdrop for all stamp images in the thumbnail viewer.
<b>Grid Line Color</b>
This color is used to draw the gridlines between the stamp rows and columns in the thumbnail viewer.
<b>Selection Rectangle Color</b>
This color is used to draw the rectangle around the current stamp selected in the thumbnail viewer.
<b>Label Color (Supplied)</b>
Pre-supplied stamps which are not part of your inventory will show the Scott number with this background color.
<b>Label Color (Inventoried)</b>
Stamps which you have inventoried based on pre-supplied data will show the Scott number with this background color.
<b>Label Color (Custom Inventoried Grades)</b>
Stamps which you have inventoried which have no pre-supplied (custom variety) data with <b>at least one</b> grade record added will show the Scott number with this background color.
<b>Label Color (Custom No Inv. Grades)</b>
Stamps which you have inventoried which have no pre-supplied (custom variety) data with at least <b>no</b> grade records added will show the Scott number with this background color.
<b>Number of Rows</b>
This value determines how many rows of images will be displayed in the thumbnail viewer. Note that you can drag the viewer to be larger or smaller, but the number of rows will not change. There are two sets of numbers, one for the normal country-only viewer, and a second set for the Global Search viewer.
<b>Number of Columns</b>
This value determines how many columns of images will be displayed in the thumbnail viewer. Note that you can drag the viewer to be larger or smaller, but the number of columns will not change.
<b>Label Text Color</b>
This color is used for the Scott number text below each stamp image in the viewer.
<b>Image Quality</b>
Thumbnail image quality can be defined using this drop down list. If you are running EzStamp on an old PC with limited performance, use a lower quality setting, or reduce the number of rows and columns to display.
<b>Label Font</b>
You can change the font to be used for the Scott numbers displayed below each image. Left click the font name to change the current setting.
<b>Image to Show</b>
The thumbnail viewer can only show 1 image per stamp record. This drop down prioritizes which image is displayed. If the stamp record doesn't have an available image based on

your choice, the primary image will be substituted automatically.
<b>Allow images to expand beyond 100% actual size</b>
Check this option to allow images to exceed 100% of their actual size. In this case the image will grow to fit within the boundaries of each image cell in the viewer.
<b>Show grid lines between image rows and columns</b>
You can hide grid lines between stamp images in the viewer by un-checking this option.
<b>Show Scott # labels below each image</b>
You can hide Scott number labels displayed below each image by un-checking this option.

## Report Viewer Options

<b>Image Quality</b>
The report viewer image quality can be defined using this drop down list. If you are running EzStamp on an old PC with limited performance, use a lower quality setting, or reduce the number of rows and columns to display.
<b>Image Background</b>
When displaying in image column in the report viewer, this option is used to define the background color.
<b>Image Size</b>
When displaying an image column in the report viewer, this option is used to define how large the image cell will be. The columns of text data will be adjusted to match this height.
<b>Suppress Zero Override</b>
This option controls how the report viewer will display zero quantity and zero currency values. The default is to let the report profile (which has its own suppression setting) handle this. You can globally override the report profile at any time by using this option to always suppress or always show zero values.
<b>Display the alternate Catalog ID column on reports</b>
Check this option to globally enable the current alternate catalog ID value (as shown in the main EzStamp window) on all reports. Note that if you have added alternate catalog ID values explicitly into the field profile for a report, this option will have no effect on that particular report.
<b>Display the duplicate sequence # column on reports</b>
Check this option to show the duplication number on all reports. For example, a stamp which has been duplicated 2 times can show as 3 rows on the report viewer. This column allows you to see the duplication count on the report. If a report profile has been defined with the duplication field already, this option will have no effect.
<b>Enable search match columns on reports</b>
Enable this option to show all matching columns from a Power Search. For example, if you matched on Denomination and Color and it wasn't in the field profile for a report, it will automatically be added to the right side of the column set.
<b>Image Caching</b>
The report viewer can speed up the display of reports which contain image columns by caching the images as smaller thumbnails on your hard disk.

Use the Clear Cache button to flush out the file list from your PC. If you want to have the cache auto-cleared when exiting EzStamp, enable the Clear Cache on Exit option.
Note that if you change the size of the image cells, you will need to clear the cache or the previous sized images will be used.
<b>Auto hide empty columns on reports</b>
Check this option to automatically hide any column which contains no data for all records on the report.
<b>Use short column names on report views</b>
The report viewer can use either the Long or Short display names for column header captions. The short format will reduced the amount of horizontal scrolling needed to view the report data.
<b>Calculate grade net values using VF supplied prices</b>
Check this option to only use the Very Fine prices for any Mint and Used grades to calculate the Net Value.
<b>Group Header Colors</b>
If you include field data groups (PNB, PNC, Grades, FDC Cachet, PWL, or PSL) in a report field list, the header labels can be shown with different background colors, to better distinguish normal primary stamp information from the group columns.

## Printer Settings

<b>Printer Selection</b>
Each report profile can have a specific printer assigned to it. The general preference option allows you to have a master default printer assigned for every report, regardless of each report's individual settings.
Note: if you add or remove printers after EzStamp has been installed, you may need to refresh the printer list. For performance reasons related to some network-based printer configurations, EzStamp only builds a list of printers on demand. Use the Refresh Printers button to update the list.
If you don't select a printer, EzStamp will use the default printer assigned on your PC.
<b>Paper Size</b>
You can set a global paper size to be applied to all reports. If you don't set a global paper size, the report will use the default paper size for the selected printer.
<b>Orientation</b>
The Default option will use the current paper orientation of the current printer. Use the other two options to enforce a specific page orientation for all reports.
<b>Apply this orientation, margins, paper and printer to all reports</b>
Check this option to enable global Printer, Paper Size, Orientation and Margin settings, which are basically the values you choose in the preferences window. If the option is not checked, the report profile's internal printer settings will be used instead.
The global setting is recommended if you intend to output the report using the same printer and paper size consistently regardless of the report type.
<b>Margins</b>
Global margins can be assigned for reports using these values. The header and footer are

based on the top and margins, and occupy space which is deducted from those margins.

Margins must be entered in units of inches.

#### Autosize all column widths for Multi Page Reports

For a report type defined as multiple pages, this option will automatically adjust the widths for any columns which aren't defined as multi-line format. A multi-line format column will still be restricted to the width defined in Master Report Fields list.

#### Adjust Fit to 1 Page Reports to fill the page width

For any report which only occupies a single physical page width, this option is used to proportionally enlarge each column's width so that the grid size fully occupies the page between the left and right margins.

#### Refreshing Printers

EzStamp only creates a printer list when you install the application. If you add or remove printers after this time, you will need to refresh the available list of printers. This button performs this task and is identical to the Refresh Printers option in the main EzStamp menu.

### Resetting Preferences

Click on the **Reset** button to initialize all preference options to default values which reflect a fresh installation of EzStamp. Your current settings are always saved to a file named EzStamp.cdt, located in the installation path. If you delete the CDT file from outside EzStamp and then run the application, the preferences will automatically be recreated using these default values.

### Exporting Settings

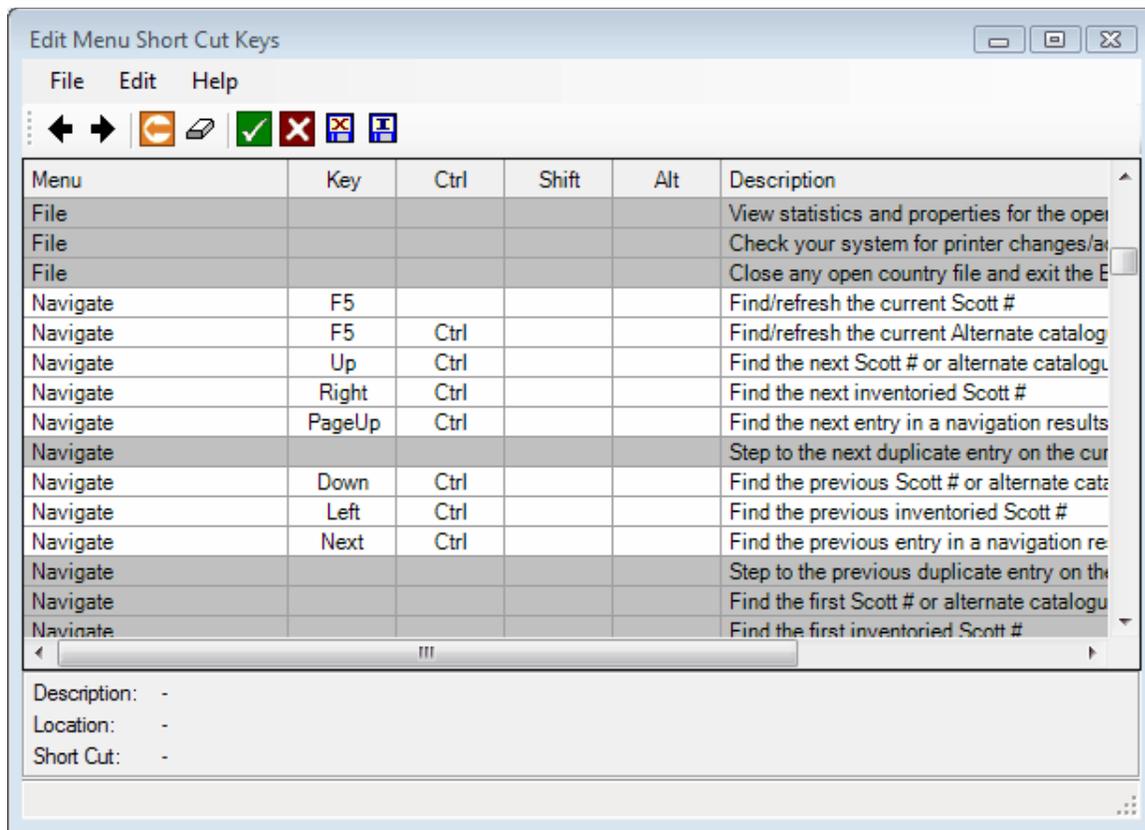
Click on the **Export** button to save the current preference setting to a file of your choice. The file extension will be set as .CDT. You can restore the settings at any time using the **Import** button.

## Customizations

EzStamp provides several options to customize your copy of EzStamp. All of these customizations are located under the **Options** menu.

### Keyboard Shortcuts

EzStamp defines a handful of default shortcut keys for the main EzStamp menu, most of them set according to previous versions of the application. You are free to redefine the keyboard shortcut mappings for EzStamp using the **Keyboard Shortcut Configuration** option under the **Options** menu.



The shortcut list contains all of the items in the main EzStamp menu, grouped by the primary name in the menu bar. If a shortcut is assigned, the item will be highlighted in a different color to indicate this. Shortcuts can consist of a combination of the key on the keyboard and qualifiers, which are the CTRL, SHIFT, and ALT keys. Not every keyboard combination is valid for a shortcut. For example unqualified letters and digits are not allowed, as are keys reserved by Windows.

### Toolbar Options



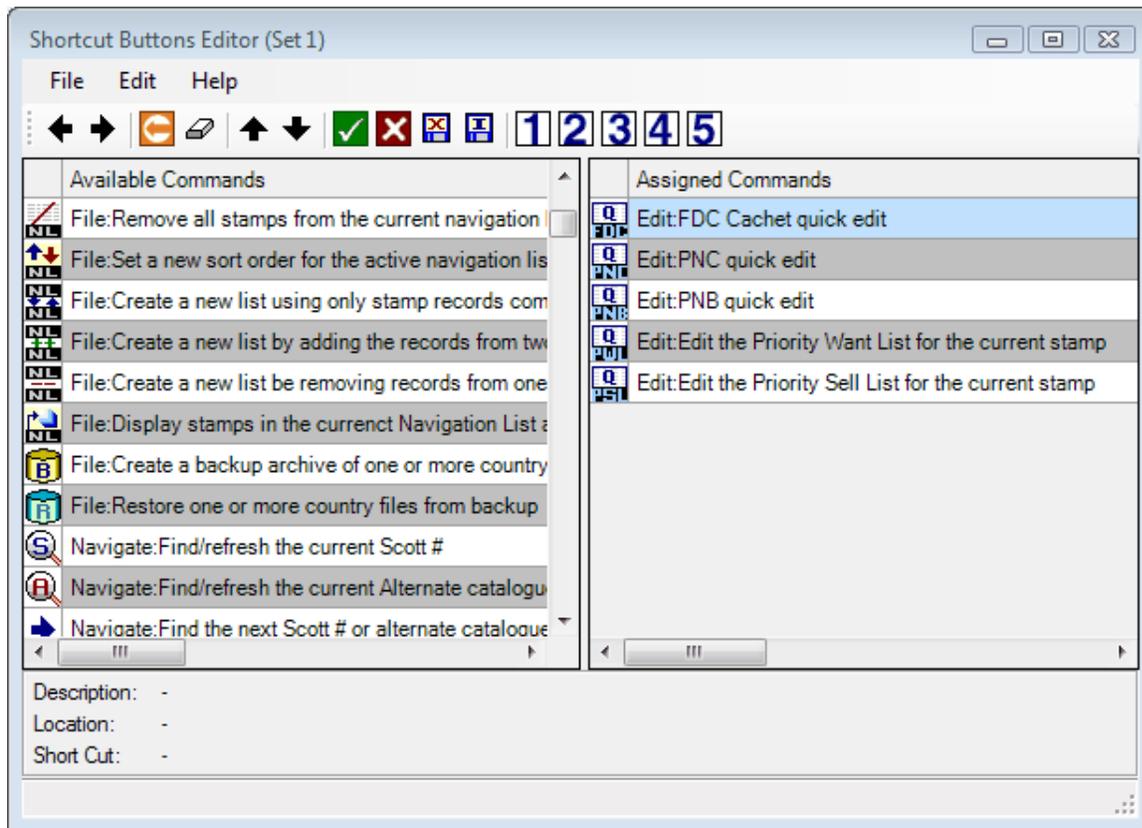
1.	Removes a shortcut from the selected item. You can also Right click the item to remove shortcuts.
2.	Assign or change a shortcut key. This option will bring up a small dialog window, prompting you to enter a valid shortcut. If the shortcut is already in use, a warning will be given – duplicate shortcut keys are not allowed. To cancel, you must click the small X in the caption bar of the window.
3.	Undo all changes you have made.
4.	Erase all keyboard shortcuts.
5.	Save keyboard changes.
6.	Cancel all changes and close the editor.
7.	Click the export button to save the keyboard shortcuts to a file. Keyboard shortcut files are saved with a .EKM extension. Use the import button to recall saved shortcuts from a file.

### Reverting to Pre-supplied Shortcuts

Use the **Revert** option in the File menu to change the shortcut mappings to the default pre-supplied settings.

## Menu Shortcut Buttons

EzStamp's main toolbar provides a limited set of buttons for the more frequently used options. If you find using shortcut keys cumbersome and prefer to have icons to click on to perform the equivalent menu actions, you can attach most menu items to shortcut buttons which will appear as a secondary window you can position alongside the main EzStamp window. The editor is accessible from the **Shortcut Buttons Configuration** item under the **Options** menu. The shortcut button window is displayed or hidden using the **Command Shortcuts** option under the **View** menu.



The edit window shows available menu commands in the left side list and assigned commands on the right side list. Up to 5 sets of shortcut buttons can be configured. The current set of buttons is shown in the title bar (Set 1 to 5). The bottom area of the edit window shows the selected item's description, location in the EzStamp menu, and any shortcut key attached to it.

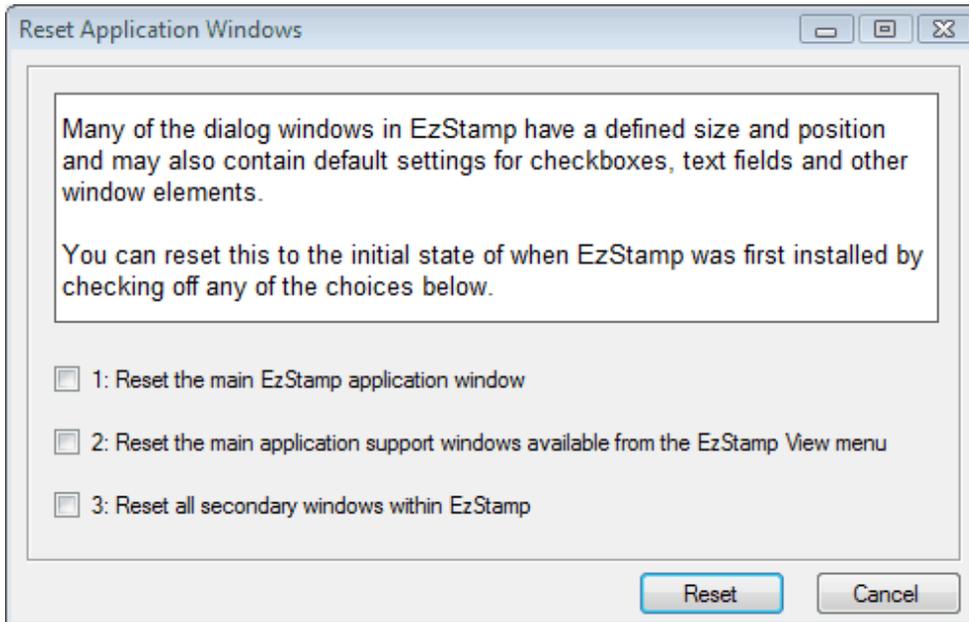
### Toolbar Options



1.	Removes the selected assigned items from the right side list. You can also Right click the selection on the right side list to remove them.
2.	Assign selected items from the available list in the left side list to the assigned items in the right side list. You can also right click the selection in the left side list to assign them.
3.	Undo all changes you have made.
4.	Erase all button assignments in the right side list for the current set.
5.	Move the selected items in the right side list up or down. Topmost items will be the first ones visible in the shortcut window. Hold down CTRL while clicking to move the selection to the top or bottom of the assigned list.
6.	Save shortcut changes for all 5 sets.
7.	Cancel all changes and close the editor.
8.	Click the export button to save the button shortcuts to a file. Button shortcut files are saved with a .ECF extension. Use the import button to recall saved shortcuts from file. <b>Note:</b> The import and export options work with the current set (1-5). If you export while working within set #2, then only set #2's shortcuts are exported.
9.	These buttons change the current command set. The assigned and available lists will automatically be adjusted when you click on one of these buttons.

## Resetting EzStamp Application Windows

This option is available as **Reset Application Windows** under the **Options** menu.



As indicated in the dialog notes above, nearly every window in EzStamp has some type of configuration element, such as a checkbox state, text field value, or the size and position of the window on your screen. This information is stored in special window configuration files in the CFG folder of the EzStamp installation path.

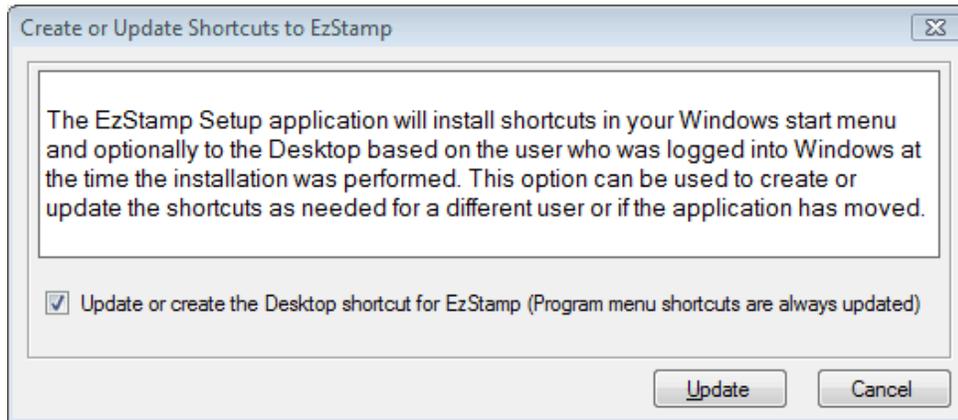
The reset dialog provides only 3 checkbox options. This is based on the 3 main window types in EzStamp:

- The primary window for EzStamp.
- Supporting windows which can be positioned alongside the primary window, such as the Thumbnail Viewer or the Stamp List. These windows are displayed or hidden using items under the **View** menu.
- Secondary windows, which is basically every other window in EzStamp.

Resetting a window removes all customizations and settings on the windows, including their current size and position (if applicable). The window states will return to what they were when EzStamp was first installed.

## Application Shortcut Links

The **Create Shortcuts** item under the **Options** menu will allow you to create or update the shortcuts to the EzStamp application on the desktop and program start menu. The shortcuts will also include updates to the help files and the EzUpdate application.



In order to avoid any issues with UAC (User Access Control) under Windows Vista/Windows 7, EzStamp will not try and access any restricted areas of your Windows installation which would otherwise require Administrator rights or UAC permissions. Shortcuts to the desktop and program start menu are created by the EzSetup application with ownership set to the user who runs EzSetup.

If you run Windows under a different user, the shortcut links will need to be updated for the new user. This dialog will perform that task.

In addition, if you elect to copy EzStamp from one location to another, you can easily re-point the shortcut links to the new location.

The checkbox option is for updating the Desktop shortcuts. If you don't check this option, then shortcuts are only updated to the program start menu.

## Setting the Grade Data Display Order

The **Grade Display Order** submenu under the **Options** menu allows you to control how grades are sorted in the Grades tab of the main EzStamp window. There are 4 options in this submenu.

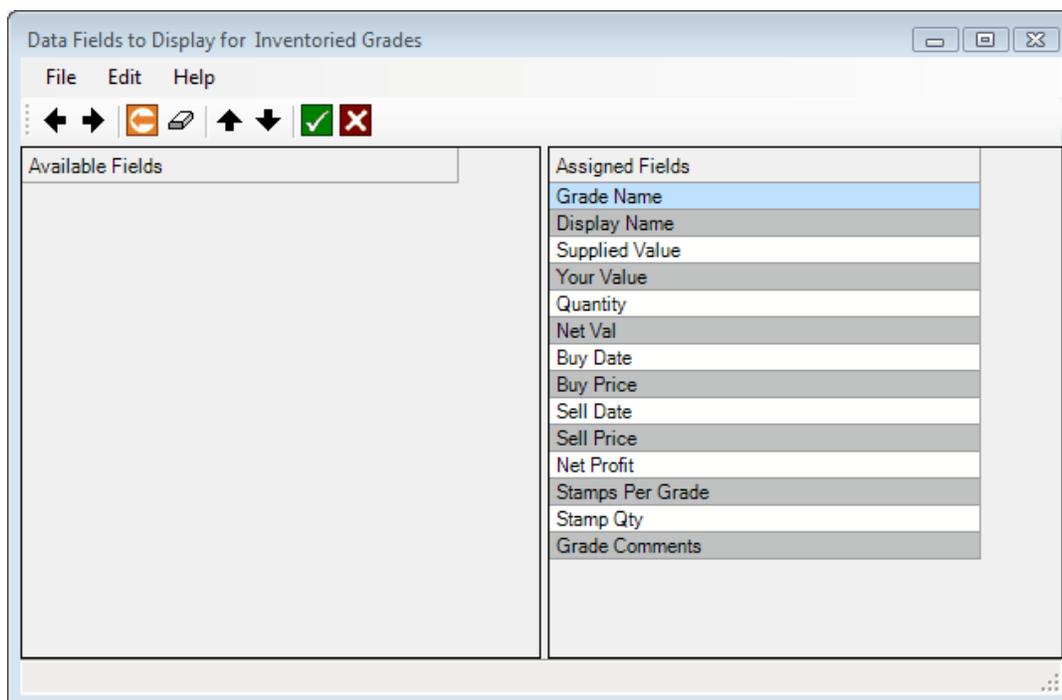
Inventoried Grades	This sort order (the default one) will always prioritize the inventoried grades to come first.
Priority Want List	Priority Want List grades will be sorted first.
Priority Sell List	Priority Sell List grades will be sorted first.
Default Grade Order	The grades will always retain the default order as defined in the Grades Configuration editor.

In addition to these 4 sort orders, you can click any column in the grades data grid to sort the data in ascending or descending order.

## Setting the Fields to Display in the Tabbed Grid Area

For Grades, PNC, PNB and FDC Cachet data grids, you can choose which fields you want to display in the grid area of the main EzStamp window. These options are available in the **Field Display Filter for Tabbed Data** submenu under the **Options** menu.

*NOTE: This dialog window is also used to set the fields to display for report profile which contain data groups for Grade, FDC Cachet, PNB and PNC data.*



The left side list is the available fields to show in the data grid. The right side list is the assigned fields. The top to bottom ordering in this list corresponds to the left to right ordering of these fields in the main EzStamp window data grids.

### Toolbar Options



1.	Removes the selected fields from the right side list. You can also Right click the selection on the right side list to remove them.
2.	Assign selected items from the available list in the left side list to the right side list. You can also right click the selection in the left side list to assign them.
3.	Undo all changes you have made.
4.	Erase all field assignments in the right side list. You can't save an empty list, so at least one field must be assigned. Use the <b>Reset</b> menu option to restore the assignment list back to the default fields.
5.	Move the selected items in the right side list up or down. Hold down CTRL while clicking to move the selection to the top or bottom of the assigned list.
6.	Save the filtered field list. The main EzStamp data grid will update accordingly.
7.	Cancel all changes and close the editor.

### Custom Grid Field Display Files

Given the number of combination of fields for the spreadsheet grid tabs in the main EzStamp window, a **Save Custom File** option is provided to save the current assigned fields to a customization file in the **User** folder of the application. The customization files represent temporary field settings for the main window data grids. When you close down EzStamp and restart the application, your default field settings will be applied. Custom field files are a quick way to change the fields in the EzStamp data grids without having to generate a new default field list each time you want to hide or show fields in the grid.

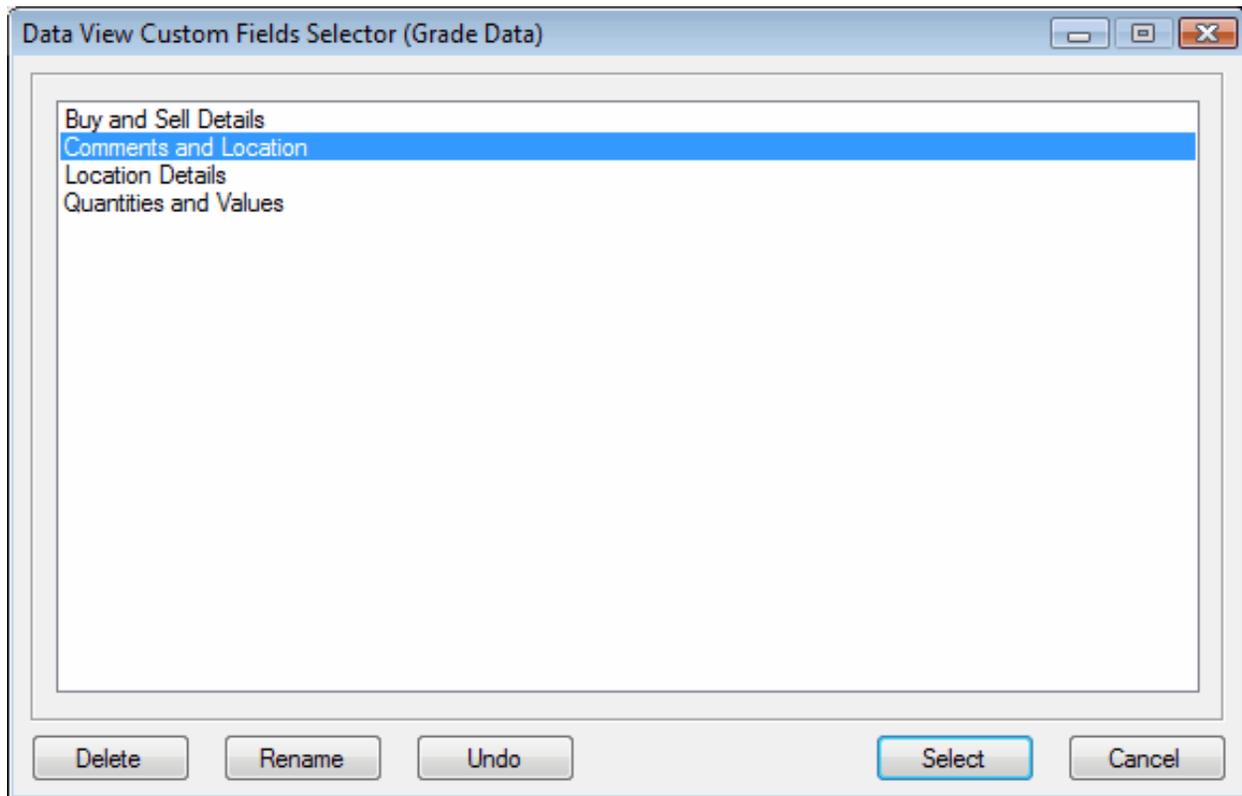
This option is available from the **File** menu. When you select it, you will be prompted for a description, which will also be used for the name of the file. The extension is applied for you automatically:

.fgrd	Grade field customized setting
.ffdc	FDC Cachet field customized setting

.fpnc	PNC field customized setting
.fpnb	PNB field customized setting

## Choosing a Customized Field Display File

Switching to a new set of fields to display in the main EzStamp tabbed grids is simple: right click anywhere in the data grid area of the tab you want to adjust the fields for, and choose the **Custom Display Fields** option from the pop-up menu. This will present a simple dialog window with a list of custom field files appropriate to the corresponding tab (i.e. FDC field settings files are the only ones which will appear when right-clicking from the FDC tab of the main EzStamp window).



You can select any field settings file in the list then click **Select** to use that file. You can also Double-click the item in the list to select the file and close the dialog window at the same time.

To delete a settings file, select it then click on the **Delete** button.

To rename a settings file to a different name, click on the **Rename** button.

To undo any custom field display setting in the EzStamp main window and restore the fields to the default set, click on the **Undo** button. Keep in mind that custom field settings are not retained once you close the EzStamp application.

## Installed Printers Configuration

EzStamp keeps a configuration file (EzStamp.pcf) for all installed printers on your system. This file is automatically generated when it isn't found in the installation path (which is the case when you first install the application). The purpose of the configuration is to build a list of the printer capabilities (paper type and other printing attributes) ahead of time, which aids in making printer and paper selection fast.

Some versions of Windows and certain types of printer installations (especially those across a network) can take several seconds to obtain the printer attributes. This would in turn make EzStamp quite slow in responding to paper and printer selections.

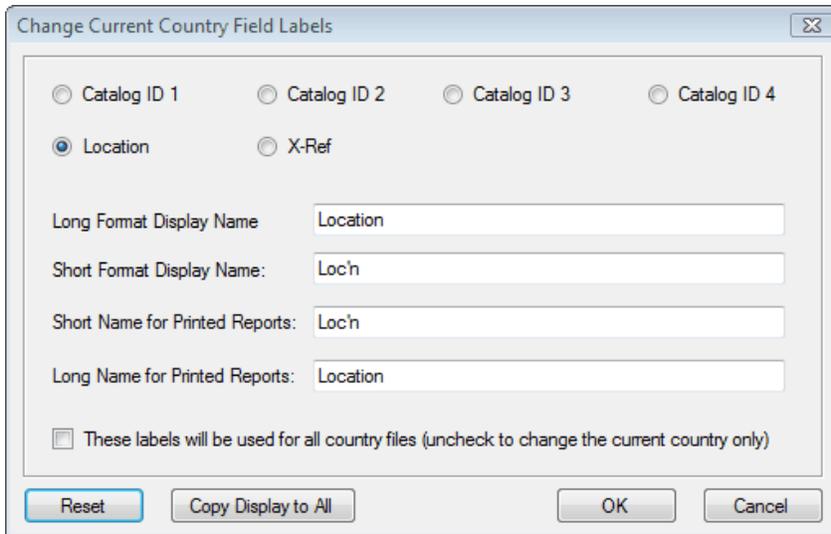
Given this, you will want to refresh the printer configuration file after installing a new printer. There are refresh options under the **Options** menu, and also within the Report Profile editor and EzStamp general preference windows.

## Setting the Label Text for Country Fields

Most of the labels associated with stamp fields are shared across all country files (i.e. Denomination and Color, Mint Price, FDC Net Value, etc.). However, 6 fields have labels which can be unique per each country:

- Alternate Catalog ID fields (4 in total).
- Location (Loc'n).
- Cross Reference (X-Ref).

The item **Change Country Field Labels** under the **Option** menu allows you to rename these labels.



Select one of the 6 label fields using the radio buttons. For each selection, the 4 label names will be changed accordingly. There are 2 display formats for the label and 2 print formats.

Click the **Copy Display to All** button to transfer the long format display name to the other 3 fields. Click on **Reset** to restore the labels to current global values stored in the report field configuration.

The checkbox option at the bottom determines if the label names will be set globally in the report field configuration. If you check this option, then the labels are saved not only to the country file, but also to the master field labels which are shared by all the country files. If you only want to change the labels for the current open country file, make sure that you do NOT check this option.

## Custom Catalog ID Numbering Formats

EzStamp allows you to use up to 4 alternate catalog ID formats which can co-exist with the default Scott/Catalog ID number. With any pre-supplied or new country file you create, the 4 alternate formats are all set to use the Scott numbering system.

This format is based on a group of 3 sets of 5 characters each, set one being numeric, set 2 alphabetical, and set 3 also numeric. However, sets 1 and 3 are optional in this format, and there some special validation rules which further restrict which numbers are allowed.

If you need an alternate numbering format which fits within 15 characters (the maximum allowed for alternate catalog ID values), you can change the format using the **Edit Catalog Numbering Formats** item in the **Options** menu.

There are 7 numbering formats available. Choose the Catalog ID to change from the dropdown list. The number of stamp records which currently are inventoried with the selected catalog format is shown to the right of this. If any values are in use, you will not be able to change the format.

EzStamp Default	This is the standard Scott number system format.
A-N-A	Three groups, alpha, numeric, and alpha.
N-A-N	Three groups, numeric, alpha, numeric.
A-N	Two groups, alpha, numeric.
N-A	Two groups, numeric, alpha.
N	Numeric only.
A	Any valid combination of letters and digits. This is basically a

	format with no restrictions or formatting rules.
--	--

As with the Scott format, the multi-group formats allow you to enter values without making use of all the groups. For example, under A-N-A format, the values A9 (3<sup>rd</sup> group not part of the value) and 9A (1<sup>st</sup> group not part of the value) are both acceptable.

Each group which is part of the format must have a length assigned to it, of at least 1 character and no more than 15. In addition, the total lengths of all groups in use can't exceed 15 characters.

A catalog format can't use spaces between characters, can only contain digits, upper or mixed case letters, or the underscore characters. All other characters are invalid.

The current saved formats are shown below the group length text fields.

Click the **Clear** button to erase all assigned values for the selected catalog ID. This will remove all your ID values from the stamp records and you will not be able to recover them.

Click the **Export** button to save a cross-reference index to a tab-delimited text file. All inventoried records which use the selected Catalog ID and have a value attached to the stamp will be saved to the file, along with the Scott number.

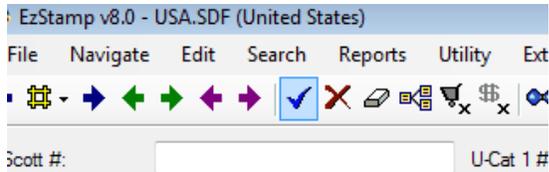
Click the **Import** button to load a cross-reference file into your inventoried stamp records. You will need to use the exact same tab-delimited text format used for Exporting. The text file must have a header row, and the spelling of the header labels must be exact. Even though the export option shows Scott plus 4 columns for the alternate catalogue ID values, you don't have to populate all the rows or all the columns for each Scott number.

## Additional EzStamp Features

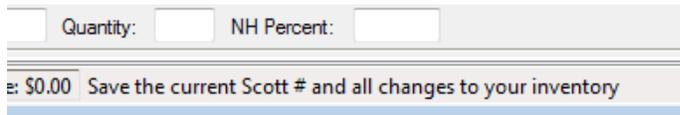
### Context-Sensitive and Quick Help Hints

The main EzStamp window provides context-sensitive hint messages in the status bar at the bottom of the window when you move the mouse cursor over buttons and menu items.

Hover over the blue checkbox:

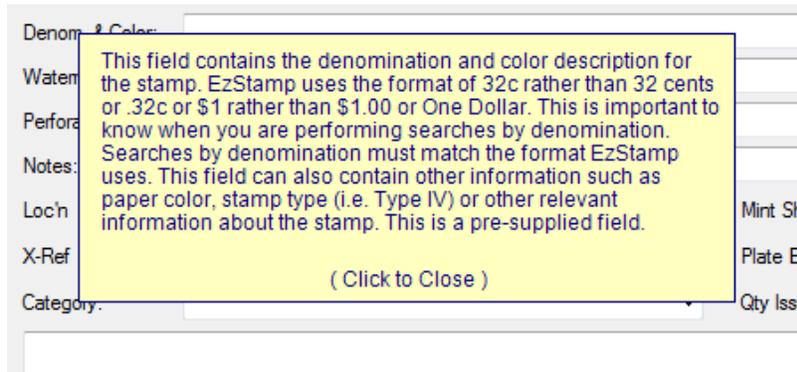


To see the hint message:



In addition, you can get a more detailed popup quick help message displayed when right clicking on any button or label.

Right click on Denomination and Color to see the popup help message:



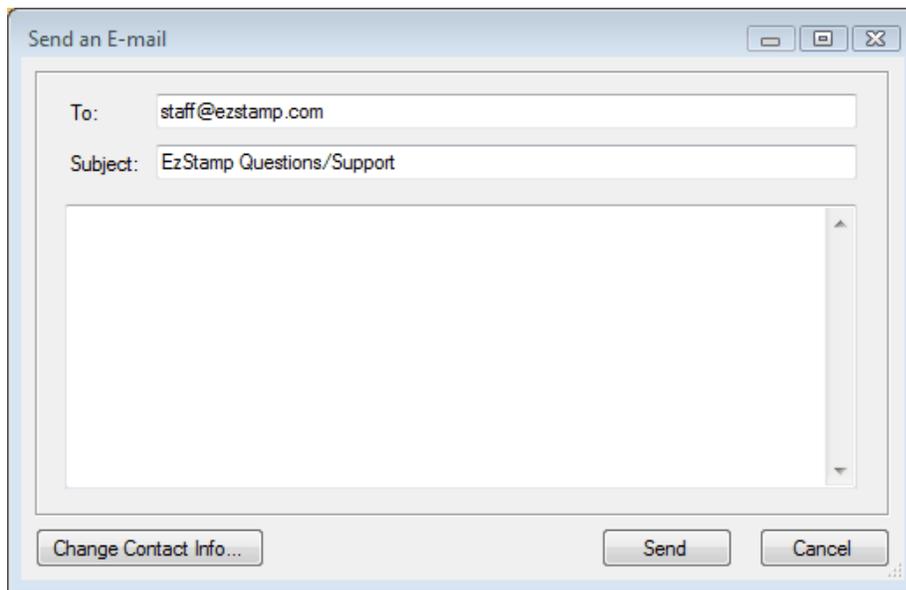
### Tips of the Day

The default status of the tips of the day is to show it when EzStamp is first started. You can use the similar named item under the **Help** menu to show the tips screen at any time. The tips dialog provides a checkbox option to turn it off, and also to step through all the tip messages.

## About EzStamp and Sending Email

The about dialog window is displayed when choosing the About EzStamp item from the Help menu. This window will show the current EzStamp build version in the title bar, along with some basic information about your installation of Windows.

The Web site and Email links are clickable. The former item takes you to the EzStamp web site. The latter can be clicked to compose an email to SoftPro. The Send Email button works the same as clicking on the email address link. It will launch a simple email composition window:



Enter your message text into the input box below the *To* and *Subject* lines, then click on **Send**. This will bring up your default mail client at which point you can send the message.

Your contact information is automatically added to the end of the message, along with some basic information about your version of EzStamp and your Windows installation. SoftPro uses this information to help identify what version of EzStamp you are using and what your operating system is. It's recommended that you don't remove this information.

If you need to change your contact information, click the **Change Contact Info** button before sending the email.

## Checking for Free Updates

SoftPro will provide free updates for EzStamp to address bug fixes and minor software enhancements. These updates basically cover most things in EzStamp except for supplied data and pricing updates and new images.

Choose the **Check for Free Updates** option from the **Help** menu. EzStamp will check online for any pending updates. EzStamp updates are bundled in one or more archive files, each one containing a special date stamp which determines if your copy of the application is up to date. Only required archive files are downloaded, saving time and space.

If EzStamp determines that your files are up-to-date, you will be notified with the message: *Your installation of EzStamp requires no new application updates at this time.*

If any updates were downloaded, EzStamp will close down, and the EzUpdate application will be launched. Refer to the EzUpdate help topic for more information.

## Forcing a Full Update

**Note:** Unless you are experiencing any strange behavior with either EzStamp or the Free Update process, do NOT perform the following action.

EzStamp uses a special update history file named *EzStamp.upd* located in the EzStamp installation path. This file contains the to-date download activity on your PC for EzStamp updates. If you delete this file and run the free update option, EzStamp will perform a full download of every archive file, and EzUpdate will replace/update from each of these files.

## Checking for Updated CD/DVD Releases

Choose the option **Check availability of Updated CDs/DVDs** from the **Help** menu to launch your default Internet browser and navigate to the SoftPro EzStamp updates web page.

## EzStamp Color Guide

EzStamp has built into the program a guide to aid in identifying shades of colors. The color guide displays three different sample stamps with identical color descriptions but varying shades of color.

This option is available from **EzStamp Color Guide** option under the **Help** menu.



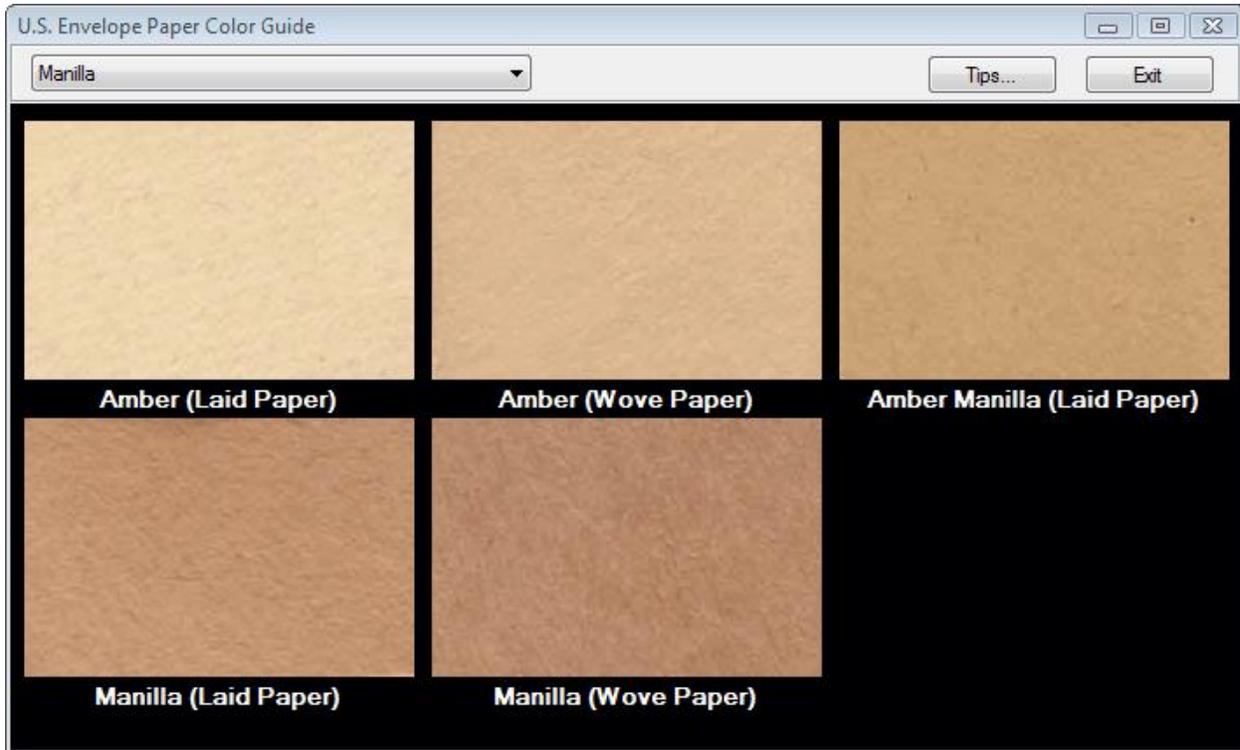
When you start the color guide, a drop down list will be provided to choose a color from.

You can view two colors at the same time so that on screen comparisons can easily be made. Just select the second color from the list to display a new set of three stamps below the original set.

As always, great care should be taken with rare stamps. Always try to identify stamp colors by comparing to an actual stamp. Your monitor & video display settings play a big role in how accurate the stamps appear.

## EzStamp Envelope and Paper Guide

To aid in the identification of US Envelope papers, the envelope and paper guide options is available from the **Extras** menu. This option is only available for the **Unites States Revenues** country file.



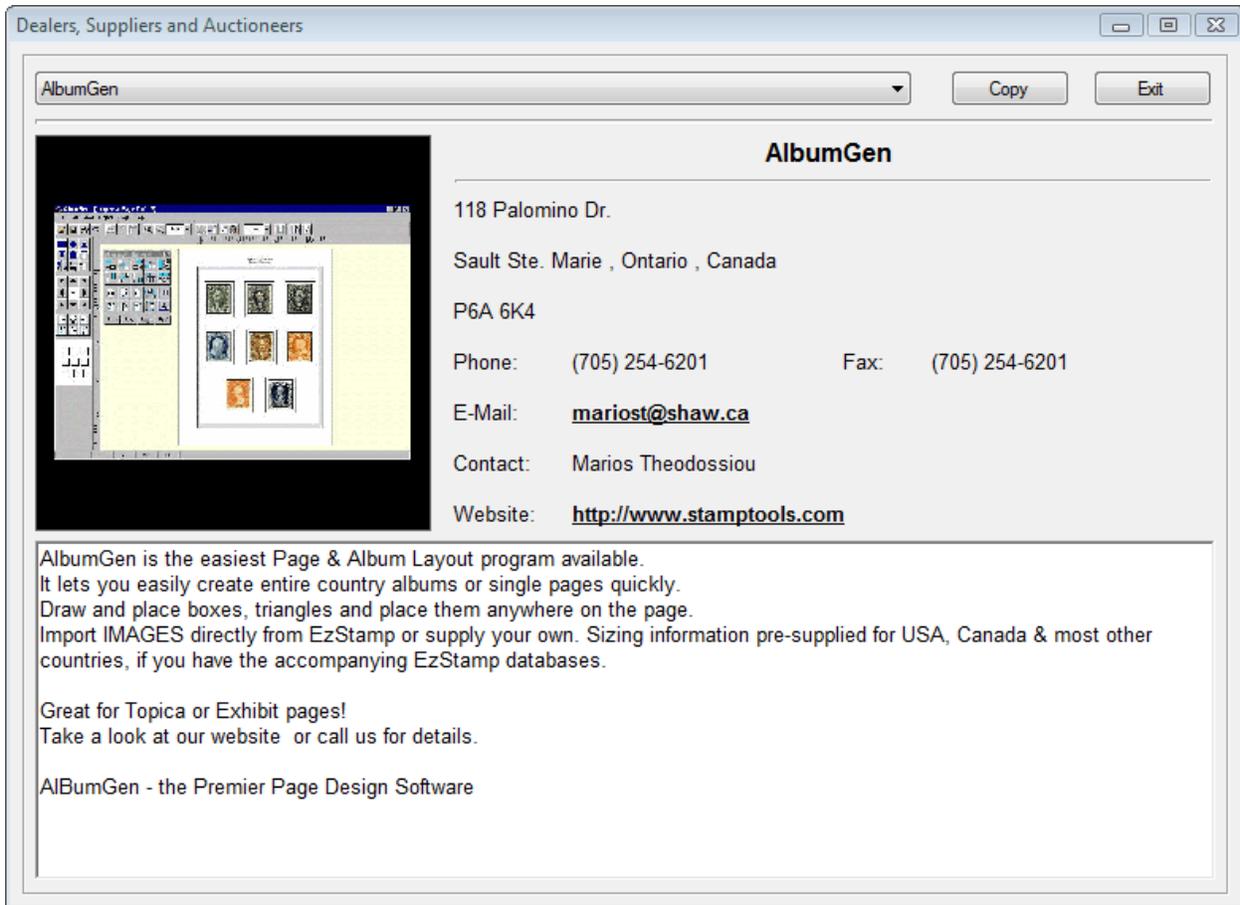
The paper used for US envelopes varies widely. Not only does the shade of particular colors vary but the texture and quality of paper also varies. Keep in mind that each shade of paper can vary considerably from issue to issue and in many cases within the same issue.

Always use the inside of the envelope to compare as the outside (stamp side) may be discolored, faded or soiled.

There are also two major kinds of paper to consider as well as paper color. Laid paper, with very few exceptions was used on US envelopes up to 1915 when it was discontinued. Laid paper can easily be distinguished by the parallel watermarked lines which are easily visible when held up to a light. On envelopes, these lines run diagonally, while on wrappers, they run horizontally. Wove paper used from 1915 to date does not show the laid lines and the paper is very uniform in texture.

## Dealers, Suppliers and Auctioneers

This option is available from the **Help** menu as a handy reference for reputable dealers and wholesale and retail philatelic suppliers.

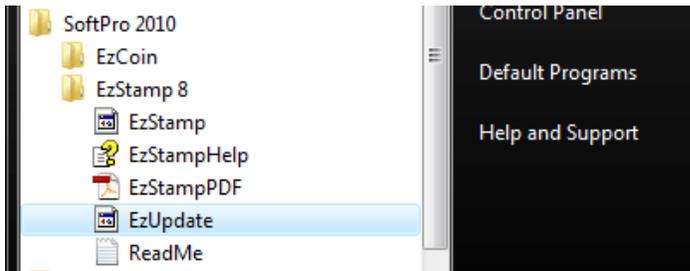


Simply choose a dealer/supplier from the drop down list and the associated information such as phone/fax numbers and contact details will be displayed for you. It can save you hours of hunting through ads for a dealer near you.

Please note that SoftPro is not affiliated with any particular dealers.

## EzUpdate – Applying Free and Supplied Data Updates

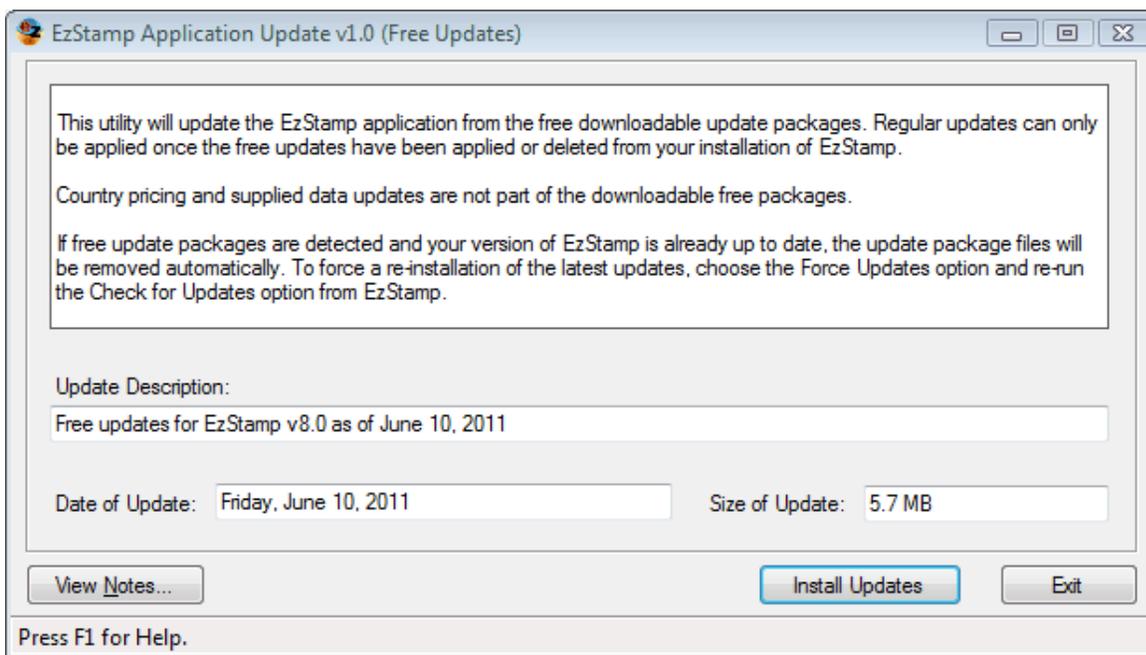
As part of the EzStamp installation, a support application named EzUpdate is provided. This application is automatically launched whenever free updates are downloaded. You can manually run the application by choosing it from Windows program menu:



EzUpdate has only one of two windows to display, the choice of which is based on the type of update.

### Free Updates

For free updates, the EzUpdate window will appear as below:



The window contains some basic information about the update:

- A brief description of the update package.
- The effective date of the update archive files.
- The cumulative size of all files that were downloaded.

The **View Notes** button can be used to see special information and release notes.

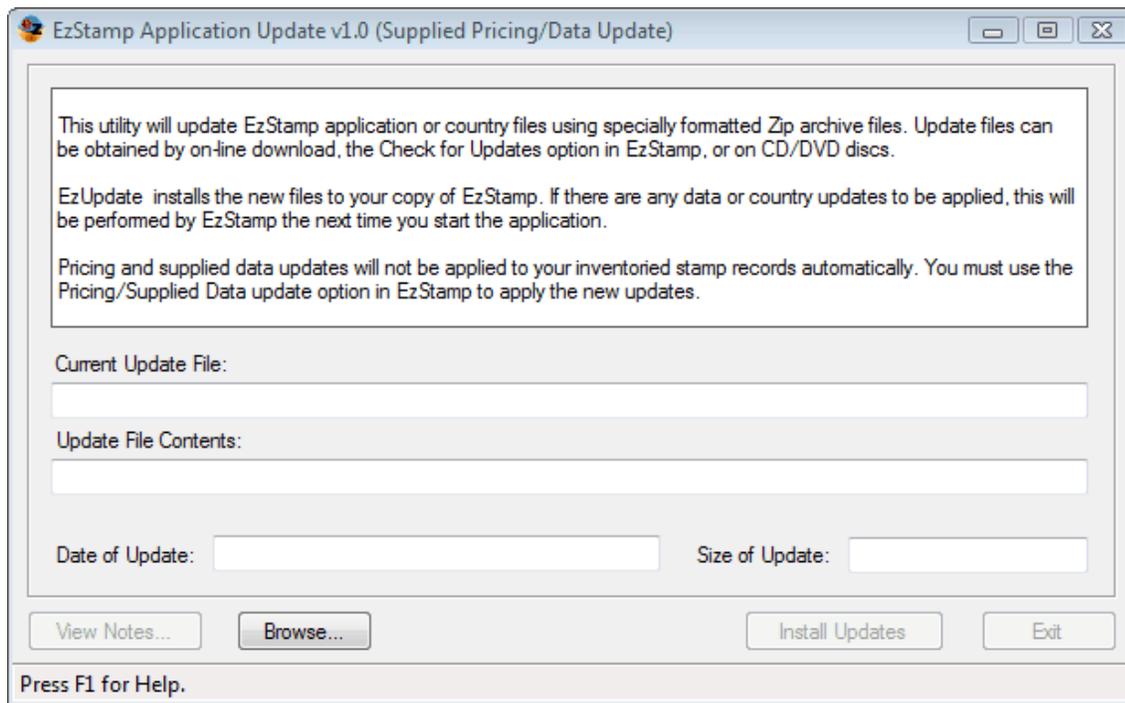
Click on the **Install Updates** button to install any changes from the downloaded archive files. Each file in EzStamp has effective date signatures contained inside of them. EzUpdate will ensure that only files which are newer or different from what is installed with your version of EzStamp is updated. Custom data files, exported information and custom images are never replaced, modified or deleted by EzUpdate. Only pre-supplied data is updated.

Pressing **F1** will provide a simple reference to this help topic.

Note that you can't cancel an update once started. However, if it didn't complete, you can run EzUpdate again and continue from where you left off. You should NEVER run EzStamp until EzUpdate has completely applied the update, or you may experience unpredictable behavior.

### Supplied Data and Pricing Updates

The EzUpdate window is slightly different for this type of update:



You must use the Browse button to locate the update archive file (which will be a specially formatted .ZIP file). The archive files can be from online downloads, or distributed on CD/DVD/BD disc media.

Once you select a file, it will be validated for authenticity and integrity. The description, date and size fields will be updated if the file passes validation. Any release notes for the update can be viewed by clicking the **View Notes** button.

Click the **Install Updates** button to start the update process. As with free updates, you can't cancel the update, but can resume an update if it didn't finish on a prior attempt.

### **EzUpdate and Master/Country Data File Updates**

EzUpdate doesn't contain any special functionality to apply updates to your country files or the EzStamp master configuration file (EzStamp.sdf). These updates are handled by EzStamp the next time you start it. Pending country file and master data updates are handled using special files stored in the Setup subfolder of the EzStamp installation path. EzUpdate will extract these files from the update archive and let EzStamp apply the updates from those files. For every country in the archive file, there will be one pending setup file for EzStamp to apply to the associated country SDF file.

**PLEASE READ CAREFULLY**

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